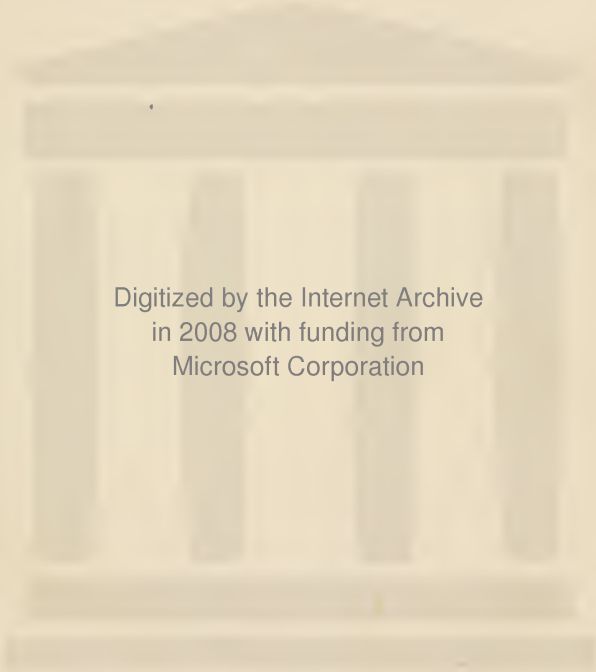
LIBRARY
OF THE
UNIVERSITY OF CALIFORNIA.
GIFT OF
God.
Class — Love



Digitized by the Internet Archive
in 2008 with funding from
Microsoft Corporation

http://www.archive.org/details/manualofstylebei00univrich

MANUAL OF STYLE

MANUAL OF STYLE

BEING A COMPILATION OF THE TYPOGRAPHICAL RULES
IN FORCE AT THE UNIVERSITY OF CHICAGO PRESS

TO WHICH ARE APPENDED

SPECIMENS OF TYPES IN USE

CHICAGO
THE UNIVERSITY OF CHICAGO PRESS
1906

Z253
C6

Copyright 1906 By
The University of Chicago

Published November 1906

Composed and Printed By
The University of Chicago Press
Chicago, Illinois, U. S. A.

MM

PREFACE

The present work is a codification of the typographical rules and practices in force at the University of Chicago Press. Having its genesis, more than a decade ago, in a single sheet of fundamentals, jotted down at odd moments for the individual guidance of the first proofreader; added to from year to year, as opportunity would offer or new necessities arise; revised and re-revised as the scope of the work, and, it is hoped, the wisdom of the workers, increased—it emerges in its present form as the embodiment of traditions, the crystallization of usages, the blended product of the reflections of many minds.

Rules and regulations such as these, in the nature of the case, cannot be endowed with the fixity of rock-ribbed law. They are meant for the average case, and must be applied with a certain degree of elasticity. Exceptions will constantly occur, and ample room is left for individual initiative and discretion. They point the way and survey the road, rather than remove the obstacles. Throughout this book it is assumed that no regulation contained therein is absolutely inviolable. Wherever the peculiar nature of the subject-matter, the desirability of throwing into relief a certain part of the argument, the reasonable preference of a writer, or a typographical contingency suggests a deviation, such deviation may legitimately be made. Each case of this character must largely be decided upon its

234226

own merits. Generally it may be stated that, where no question of good taste or good logic is involved, deference should be shown to the expressed wishes of the author.

The nature of the work of The Press itself—and this will apply, to a greater or less extent, to any similar institution affected by local conditions—constantly calls for modification, now of this rule, now of that. It would be found impracticable, even were it desirable, to bring all of its publications into rigid uniformity of "style" and appearance. Methods have been devised, systems evolved, in certain lines of work, which cannot bodily be carried over into the field of others. Thus, in the matter of literary references, for instance, general practice has established certain usages in some of the sciences which it would not be advisable to ignore. Similar discrepancies may be observed in other directions. These deviations will be found mentioned at the appropriate places in the body of the book. On the whole, however, the rules are designed to govern all publications sent forth with the imprint of this Press.

Concerning the character and contents of the book little need be added. Its origin, its primary aim, and its limitations, as outlined above, will suggest the bounds of its usefulness. It does not pretend to be exhaustive; a few things must be taken for granted, and the traditional territory of the dictionary has only exceptionally been invaded. It does not presume to be inflexibly consistent; applicability, in the printing-office, is a better test than iron-clad consistency, and common-sense a safer guide

than abstract logic. It lays no claim to perfection in any of its parts; bearing throughout the inevitable earmarks of compromise, it will not carry conviction at every point to everybody. Neither is it an advocate of any radical scheme of reform; in the present state of the agitation for the improvement of spelling, progressive conservatism has been thought to be more appropriate for an academic printing-office than radicalism. As it stands, this *Manual* is believed to contain a fairly comprehensive, reasonably harmonious, and wholesomely practical set of work-rules for the aid of those whose duties bring them into direct contact with the Manufacturing Department of The Press. If, in addition to this its main object, this *Manual of Style* may incidentally prove helpful to other gropers in the labyrinths of typographical style, its purpose will have been abundantly realized.

August 15, 1906

CONTENTS

PAGE

RULES FOR COMPOSITION 1

Capitalization 3

The Use of Italics 21

Quotations 25

Spelling 29

Punctuation 39

Divisions 68

Footnotes 71

Tabular Work 74

TECHNICAL TERMS 79

APPENDIX 93

Hints to Authors and Editors 95

Hints to Proofreaders 99

Hints to Copyholders 103

Proofreader's Marks 106

INDEX 107

SPECIMENS OF TYPES IN USE 123

RULES FOR COMPOSITION

CAPITALIZATION

CAPITALIZE—

1. Proper nouns and adjectives:

   George, America, Englishman; Elizabethan, French (see **46**).

2. Generic terms forming a part of geographical names:

   Atlantic Ocean, Dead Sea, Baffin's Bay, Gulf of Mexico, Strait of Gibraltar, Straits Settlements, Mississippi River, Three Rivers, Laughing Brook, Rocky Mountains, Blue Hills, Pike's Peak, Mount of Olives, Great Desert, Death Valley, Prince Edward Island, Sea (Lake) of Galilee.

   But *do not* capitalize words of this class when simply added, by way of description, to the specific name, without forming an organic part of such name:

   the river Elbe, the desert of Sahara, the island of Madagascar.

3. Adjectives and nouns, used singly or in conjunction, to distinguish definite regions or parts of the world:

   Old World, Western Hemisphere, North Pole, Equator, the North (=Scandinavia), the Far East, Orient, Levant; the North, South, East, West (United States).

   But *do not*, as a rule, capitalize adjectives derived from such names, even if used substantively; nor nouns simply designating direction or point of compass:

   oriental customs, the orientals, southern states, a southerner (but: Northman = Scandinavian); an invasion of barbarians from the north, traveling through the south of Europe.

4. Generic terms for political divisions: (1) when the term is an organic part of the name, following the proper name directly; (2) when, with the preposition "of," it is used in direct connection with the proper name to indicate certain minor administrative subdivisions in the United States; (3) when used singly as the accepted designation for a specific division; (4) when it is part of a fanciful or popular appellation used as if a real geographical name:

   (1) Holy Roman Empire, German Empire (=*Deutsches Reich*), French Republic (=*République Française*), United Kingdom, Northwest Territory, Cook County, Evanston Township, Kansas City (New York City—exception); (2) Department of the Lakes, Town of Lake, Borough of Manhattan; (3) the Union, the States, the Republic (=United States), [the Confederacy], the Dominion (=Canada); (4) Celestial Empire (Celestials), Holy (Promised) Land, Badger State, Eternal City, Garden City.

   But *do not* (with the exceptions noted) capitalize such terms when standing alone, nor when, with "of," preceding the specific name:

   the empire, the state; empire of Russia, kingdom of Belgium, [kingdom of God, or of heaven], duchy of Anhalt, state of Illinois, county of Cook, city of Chicago.

5. Numbered political divisions:

   Eleventh Congressional District, First Ward, Second Precinct.

6. The names of thoroughfares, parks, squares, blocks, buildings, etc.:

Drexel Avenue, Ringstrasse, Via Appia, Chicago Drainage Canal; Lincoln Park; Trafalgar Square; Monadnock Block; Lakeside Building, Capitol, White House, County Hospital, Boston Public Library, New York Post-Office, British Museum, Théâtre Français, Lexington Hotel, Masonic Temple, [Solomon's temple, but, when standing alone: the Temple].

But *do not* capitalize such general designations of buildings as "courthouse," "post-office," "library," etc., except in connection with the name of the place in which they are located.

7. The names of political parties, religious denominations or sects, and philosophical, literary, and artistic schools, and their adherents:

Republican, Conservative, National Liberal, Social Democracy (where, as in continental Europe, it is organized as a distinct parliamentary faction); Christian, Protestantism, Evangelical Lutheran, Catholic (Papist, Ultramontane), Reformed, Greek Orthodox, Methodism, Anabaptist, Seventh-Day Adventists, the Establishment, High Church (High Churchman), Christian Science, Theosophist, Jew (but: gentile), Pharisee (but: scribe); Epicurean, Stoic, Gnosticism, Neoplatonism, Literalist; the Romantic movement; the Symbolic school of painters.

But *do not* capitalize any of the above or similar words, or their derivatives, when used in their original or acquired general sense of pervading spirit, point of view, trend of thought, attitude of mind, or mode of action:

republican form of government, a true democrat and a conservative statesman, socialism as an economic panacea, the

communistic theory, single-taxer, anarchism; catholicity of mind, puritanical ideas, evangelical spirit, nonconformist, dissenter; pharisaic superciliousness; deist, pantheism, rationalist; epicurean tastes, stoic endurance, dualism and monism in present-day philosophy, an altruistic world-view; the classics, a realistic novel.

8. The names of monastic orders and their members:

Black Friars, Dominican, Jesuitism.

9. The proper (official) titles of social, religious, educational, political, commercial, and industrial organizations and institutions:

Union League Club, Knights Templar; Young People's Society of Christian Endeavor, Associated Charities; Smithsonian Institution, State University of Iowa, Hyde Park High School; the Commercial Academy (Handelsakademie) of Leipzig, the Paris Lyceum (Lycée de Paris); [the forty Immortals]; Civic Federation, Cook County Democracy, Tammany Hall; Associated Press, Typographical Union No. 16; The Macmillan Company, Chicago, Milwaukee & St. Paul Railroad.

But *do not* capitalize such generic terms when used to designate a class; nor when standing alone, even if applied to a specific institution, except to avoid ambiguity:

young people's societies, the high school at Lemont, local typographical unions; the club, the association, the company; but: "He joined the Hall [Tammany]," "a member of the [French] Academy;" "The University announces . . . ." (see **42**).

10. The names of legislative, judiciary, and administra-

tive bodies and governmental departments, and their branches, when specifically applied:

Congress (Senate, House of Representatives [the House], Committee of Ways and Means), Parliament (House of Lords, House of Commons), Reichstag, Chamber of Deputies (the Chamber), General Assembly of Illinois, Chicago City Council, Board of Aldermen, South Park Commissioners; Supreme Court of the United States, Circuit Court of Cook County, [Sanhedrin]; Department of the Interior, Census Office, Springfield Board of Education, Department of Public Works.

But *do not* capitalize such general, paraphrastic, or incomplete designations as—

the national assembly, the legislature of the state, the upper house of Congress, the German federal parliament, the Dutch diet; the council, the department, the board.

11. Ordinals used to designate Egyptian dynasties, sessions of Congress, names of regiments, and in similar connections:

the Eighteenth Dynasty, the Fifty-third Congress, the Second Illinois Regiment Band.

12. Commonly accepted appellations for historical epochs, periods in the history of a language or literature, and geological ages and strata:

Stone Age, Middle Ages, Crusades, Renaissance, Reformation, Inquisition, Commonwealth (Cromwell's), Commune (Paris); Old English (OE—see 110), Middle High German (MHG), the Age of Elizabeth; Pleistocene, Silurian, Lower Carboniferous.

13. Names for important events:
Thirty Years' War, Peasants' War (German), Revolution (French), Revolutionary War or War of Independence (American), Whiskey Insurrection (American), Civil War (American), War of 1812, Franco-Prussian War, Battle of Gettysburg; Peace of Utrecht, Louisiana Purchase.

14. Political alliances, and such terms from secular or ecclesiastical history as have, through their associations, acquired special significance as designations for parties, classes, movements, etc. (see 7):
Protestant League, Holy Alliance, Dreibund; the Roses, the Roundheads, Independents, Independency (English history).

15. Conventions, congresses, expositions, etc.:
Council of Nicaea, Parliament of Religions, Fifteenth International Congress of Criminology, Westminster Assembly, Chicago World's Fair, Louisiana Purchase Exposition.

16. Titles of specific treaties, acts, laws (juridical), bills, etc.:
Treaty of Verdun, Art. V of the Peace of Prague, Edict of Nantes, Concordat, the Constitution (of the United States, when standing alone, or when referred to as a literary document), Declaration of Independence, Act of Emancipation, Magna Charta, Corn Law, Reform Bill (English).

17. Creeds and confessions of faith:
Apostles' Creed, Augsburg Confession, Thirty-nine Articles; [the Golden Rule].

18. Civic and ecclesiastical feast-days:
Fourth of July (the Fourth), Labor Day, Thanksgiving Day; Easter, Passover, Feast of Tabernacles, New Year's Day [but: sabbath = day of rest].

19. Titles, civil and military, preceding the name, and academic degrees, in abbreviated form, following the name; all titles of nobility, purely honorary, when referring to specific persons, with or without the name attached; familiar names applied to particular persons; orders (decorations) and the titles accompanying them; titles, without the name, used in direct address; and the words "President," "Czar" ("Tsar"), "Kaiser," "Sultan," and "Pope," standing alone, when referring to the president of the United States, the emperor of Russia, the emperor of Germany, the sultan of Turkey, and the pope at Rome:

Queen Victoria, ex-President Cleveland, Rear-Admiral Dewey, United States Commissioner of Education Harris, Dr. Davis; Timothy Dwight, D.D., LL.D.; the Prince of Wales, the Marquis of Lorne, His Majesty, His Grace; the Apostle to the Gentiles, "the Father of his Country;" order of the Red Eagle, Knight Commander of the Bath; "Allow me to suggest, Judge . . . . ;" "The President [of the United States] was chosen arbitrator," "the Kaiser's Moroccan policy," "the Pope's attitude toward the French Republic."

But *do not* capitalize the titles of occupants of actually existing offices, when following the name (see **42**); when standing alone, without name (with the exceptions noted above, and see **42**); or when, followed by the name, they are preceded by the article "the":

McKinley, president of the United States; B. L. Gildersleeve, professor of Greek (see 42); Ferdinand W. Peck, commissioner-general to the Paris Exposition; the emperor of Germany, the vice-president, the secretary of the interior, the senator, the archbishop of Canterbury, the mayor of Chicago; the archduke Francis Ferdinand, the apostle Paul.

20. Abbreviations like Ph.D., M.P., and F.R.G.S. (such titles to be set without space between the letters). But *do not* capitalize such phrases when spelled out:

doctor of philosophy, fellow of the Royal Geographical Society.

21. Nouns and adjectives used to designate the Supreme Being or Power, or any member of the Christian Trinity; and all pronouns referring to the Deity, when not immediately preceded or followed by a distinctive name, and unless such reference is otherwise perfectly clear:

the Almighty, Ruler of the universe, the First Cause, the Absolute, Providence (personified), Father, Son, Holy Ghost, the Spirit, Savior, Messiah, Son of man, Christology, the Logos, [the Virgin Mary]; "Put your trust in Him who rules all things;" but: "When God had worked six days, he rested on the seventh."

But *do not* capitalize such expressions and derivatives as—

(God's) fatherhood, (Jesus') sonship, messiahship, messianic hope, christological.

22. "Nature" and similar terms, and abstract ideas, when personified:

"Nature wields her scepter mercilessly;" Vice in the old English morality-plays.

23. "Father" used for church father, and "reformers" used of Reformation leaders, whenever the meaning otherwise would be ambiguous:

the Fathers, the early Fathers, the Greek Fathers, [Pilgrim Fathers], the Reformers (but: the church reformers of the fifteenth century).

24. The word "church" in properly cited titles of nationally organized bodies of believers in which, through historical associations, it has become inseparably linked with the name of a specific locality; or when forming part of the name of a particular edifice:

Church of Rome, Church of England, High Church; Church of the Holy Sepulcher, Fifth Avenue Baptist Church, First Methodist Church.

But *do not* capitalize, except as noted above, when standing alone, in any sense—universal, national, local—or when the name is not correctly or fully quoted:

the church (=organized Christianity), the Eastern (Greek Orthodox) church, the Roman Catholic church, the established church (but: the Establishment), the state church; the Baptist church in Englewood.

NOTE.—In exceptional cases, where the opposition of Church and State constitutes a fundamental part of the argument, and it is desired to lend force to this antithesis, emphasis may be added by capitalizing the two words. (See Preface.)

25. Names for the Bible and other sacred books:

(Holy, Sacred) Scriptures, Holy Writ, Word of God, Book of Books; Koran, Vedas.

But *do not* capitalize adjectives derived from such nouns:

biblical, scriptural.

26. Versions of the English Bible:

King James's Version, Authorized Version (A. V.), Revised Version (R. V.), Polychrome Bible.

27. Books and divisions of the Bible:

Old Testament, Pentateuch, Exodus, II (Second) Kings, Book of Job, Psalms (Psalter), Song of Songs, the [Mosaic] Law and the [writings of the] Prophets, Minor Prophets, Wisdom literature, Septuagint (LXX); Gospel of Luke, Synoptic Gospels, Fourth Gospel, Acts of the Apostles (the Acts), Epistle to the Romans, Pastoral Epistles, Apocalypse (Revelation), Sermon on the Mount, Beatitudes, Lord's Prayer, Ten Commandments (Decalogue).

But *do not* capitalize words like "book," "gospel," "epistle," or "psalm" in such connections as the following:

the five books of Moses, the first forty psalms, the gospels and epistles of the New Testament, [the synoptic problem], the biblical apocalypses.

28. Biblical parables:

parables of the Prodigal Son and the Lost Coin.

29. The following miscellaneous biblical terms:

Last Supper, Eucharist, the Passion, the Twelve (apostles),

the Seventy (disciples), the Servant, the Day of Yahweh, the Chronicler, the Psalmist.

30. The first word of a sentence, and in poetry the first word of each line:

> In summer, on the headlands,
> The Baltic Sea along,
> Sits Neckan, with his harp of gold,
> And sings his plaintive song.

In Greek and Latin poetry, however, capitalize only the first word of a paragraph, not of each verse:

> Τοῖσι δ' ἀοιδὸς ἄειδε περικλυτός, οἱ δὲ σιωπῇ
> εἵατ' ἀκούοντες· ὁ δ' Ἀχαιῶν νόστον ἄειδεν,
> λυγρόν, ὃν ἐκ Τροίης ἐπετείλατο Παλλὰς Ἀθήνη.
> τοῦ δ' ὑπερωιόθεν φρεσὶ σύνθετο θέσπιν ἀοιδὴν
> κούρη Ἰκαρίοιο, περίφρων Πηνελόπεια·

31. The first word after a colon only when introducing a complete passage, or sentence which would have independent meaning, as in summarizations and quotations not closely connected with what precedes; or where the colon has the weight of such expression as "as follows," "namely," "for instance," or a similar phrase, and is followed by a logically complete sentence:

"In conclusion I wish to say: It will be seen from the above that . . . . ;" "As the old proverb has it: 'Haste makes waste;'" "My theory is: The moment the hot current strikes the surface . . . . ;" "Several objections might be made to this assertion: First, it might be said that . . . ."

But *do not* capitalize the first word of a quotation, if immediately connected with what precedes (unless, as the first word of a sentence, beginning a paragraph in reduced type); nor the first word after a colon, if an implied "namely," or a similar term, is followed by a brief explanatory phrase, logically dependent upon the preceding clause; or if the colon signalizes a note of comment:

"The old adage is true that 'haste makes waste;'" "Two explanations present themselves: either he came too late for the train, or he was detained at the station;" "We could not prevail upon the natives to recross the stream: so great was their superstition."

32. As a rule, the first word in sections of enumeration, if any individual link contains two or more distinct clauses (not inclosed in parentheses), separated by a semicolon, colon, or period, unless all are dependent upon the same term preceding them and leading up to them:

"His reasons for refusal were three: (1) He did not have the time. (2) He did not have the means; or, at any rate, had no funds available at the moment. (3) He doubted the feasibility of the plan." But: "He objected *that* (1) he did not have the time; (2) he did not have the means; or, at any rate, had no funds available; (3) he doubted the feasibility of the plan." (See **125**.)

33. As a rule, nouns followed by a numeral—particularly a capitalized Roman numeral—indicating their order in a sequence:

Room 16, Ps. 20, Grade IV, Art. II, Act I; Vol. I, No. 2 (of journals; otherwise "no."), Book II, Div. III, Part IV.

But *do not* capitalize such minor subdivisions of publications as—

sec. 4, scene 1; chap. 2 (ii), p. 7 (vii), vs. 11, l. 5, n. 6. (On the abbreviation of these words see **100**.)

34. The first word of a cited speech (thought) in direct discourse, whether preceded by a colon or a comma (on this see **118**):

"On leaving he remarked: 'Never shall I forget this day;'" "With the words, 'Never shall I forget this day,' he departed;" "I thought to myself: This day I shall never forget" (without quotation marks).

35. In resolutions, the first words following "WHEREAS" and "*Resolved*" (these are preceded by a comma):

WHEREAS, It has pleased God . . . . ; therefore be it *Resolved*, That . . . .

36. The exclamations "O" and "Oh":

"O Lord!" "Oh, that I were home again!"

37. All the principal words (i. e., nouns, pronouns, adjectives, adverbs, verbs, first and last words) in English titles of publications (books, pamphlets, documents, periodicals, reports, proceedings, etc.), and their divisions (parts, chapters, sections, poems, articles, etc.); in subjects of lectures, papers, toasts, etc.; in cap-and-small-cap and italic center-heads (both of which, however, should be avoided), and bold-

face cut-in and side-heads; in cap-and-small-cap box-heads in tables (for illustrations of these see **260–63**):

The Men Who Made the Nation; The American College—Its Past and Present; the *Report of the Committee of Nine;* "In the *Proceedings of the National Educational Association* for 1899 there appeared a paper entitled, 'What Should Be the Attitude of the University on the Political Questions of Today?'" (In mentioning newspapers and magazines do not treat the definite article "the" as part of the title, unless necessary to the sense: the *Forum,* the *North American Review,* the *Chicago Tribune;* but: *The World To-Day.*)

NOTE.—The *Botanical Gazette* capitalizes only first words and proper names.

In foreign titles of the same class follow these general rules: In Latin, capitalize proper nouns and adjectives; in French, Italian, Spanish, and Swedish, capitalize only proper nouns; in German and Danish, capitalize both common and proper nouns; in Dutch, follow the same general rules as in German, and capitalize also proper adjectives:

De amicitia, Bellum Gallicum; Histoire de la littérature française, Novelle e racconti popolari italiani, Antologia de poetas liricos castellanos, Svenska litteraturens historie; Geschichte des deutschen Feudalwesens, Videnskabens Fremskridt i det nittende Aarhundrede; Geschiedenis der Nederlandsche Taal.

38. Titles of ancient manuscripts (singular, MS; plural, MSS):

Codex Bezae, Vatican Palimpsest, Gospel according to the Egyptians, Oxyrhynchus Logia (Sayings) of Jesus.

39. In titles with the main words capitalized, all nouns forming parts of hyphenated compounds:

"Twentieth-Century Progress," "The Economy of High-Speed Trains."

But *do not* capitalize such components when other than nouns:

Fifty-first Street, "Lives of Well-known Authors," "World-Dominion of English-speaking Peoples."

40. In zoölogical, botanical, and similar technical matter, the scientific (Latin) names of divisions, orders, families, and genera (the names of species in lower-case type, except when proper names in nominative or genitive cases, or proper adjectives [not geographical]):

Vertebrata, Reptilia, Cruciferae, Salix; *Felis leo*, *Cocos nucifera;* (but: *Rosa Carolina*, *Trifolium Willdenovii*, *Parkinsonia Torreyana* [*Styrax californica*]). (Names of species, as a rule, are to be set in italics; see **61.**)

41. In astronomical work, the names of the bodies of our solar system:

Sun, Moon, Earth, the Milky Way.

42. Divisions, departments, officers, and courses of study of the University of Chicago, in all official work dealing with its administration or curricula:

(the University), the School of Education (the School), the University Extension Division (but: the division), the Department of Anthropology (but: the department); the Board of Trustees (the Trustees, the Board), the Senate, the Council,

the Faculty of the College of Commerce and Administration (but: the faculty); the President, the Registrar, Professor of Physics, Assistant in Chemistry, Fellow, Scholar; the Van Husen Scholarship (but: the scholarship); courses in Political Economy, Autumn Quarter (but: a quarter), First Term (but: two terms; major, minor); [Hall (referring to the University dormitories)].

USE CAPITALS AND SMALL CAPITALS FOR—

43. The names of town and state in the date line, and the salutatory phrase at the beginning, of letters, and the signature and residence at the end of letters or articles, etc.:

CHICAGO, ILL., January 1, 1906

(Set to the right, with one em's indention, and in smaller type than the body of the letter.)

MY DEAR MR. SMITH:

(Set flush, followed by a colon, in the same type as the body of the letter, and in a separate line, unless preceded by another line giving the name and address, in which case it should be run in with the text of the letter [see **54**]).

CHARLES W. SCOTT

(Set to the right, with one em's indention, and in the same type as the body of the letter or article.)

HARVARD UNIVERSITY
Cambridge, Mass.

(Set to the left, with two ems' indention, in smaller type.) (If this address contains more than one line, or the date or similar matter is added, only the first line is to be set in caps and small caps; the second, in caps and lower-case, and centered under the first.)

44. In resolutions, the word "WHEREAS" (see **35**); in notes (not footnotes), the word "NOTE," which should be followed by a period and a dash; in constitutions, by-laws, etc., the word "SECTION" introducing paragraphs and followed by a number:

NOTE.—It should be noticed that . . . .
SECTION 1. This association shall be styled . . . .

SET IN SMALL CAPITALS—

45. A. M. and P. M. (*ante* and *post meridiem*), and B. C. and A. D. ("before Christ" and *anno domini*); these are to be set with a thin space between:

11:30 A.M.; 53 B.C., 1906 A.D.

USE SMALL INITIAL LETTER FOR (i. e., "lower-case")—

46. Words of common usage, originally proper names, and their derivatives, in whose present, generalized acceptation their origin has become obscured, and generally all verbs derived from proper names (see **1**):

utopia, bohemian, philistine, titanic, platonic, quixotic, bonanza, china, morocco, guinea pig, boycott, roman (type), italicize, christianize, anglicize, macadamized.

47. Such minor subdivisions in literary references as—

chapter, section, page, verse, line, note. (See **33**, **100**, and **218**.)

48. In italic side-heads, all but the first word and proper names.

For illustrations see **156** and **261**.

49. The first word of a quotation which, through a conjunction or similarly, is immediately connected with what precedes, even if such word in the original begins a sentence.

For illustration and exception see **118**; cf. **31**.

THE USE OF ITALICS

ITALICIZE—

50. Words or phrases to which it is desired to lend emphasis, importance, etc.:

"This was, however, *not* the case;" "It is sufficiently plain that the *sciences of life*, at least, are studies of processes."

51. From foreign languages, words and phrases inserted into the English text, and not incorporated into the English language; and single sentences or brief passages not of sufficient length to call for reduced type (see **75**):

"the Darwinian *Weltanschauung;*" "Napoleon's *coup d'état;*" "the debater *par excellence* of the Senate;" "*De gustibus non est disputandum*, or, as the French have it, *Chacun à son goût.*"

But *do not* italicize foreign titles preceding names, or names of foreign institutions or places the meaning or position of which in English would have required roman type, and which either are without English equivalents or are by preference used in lieu of these; nor words of everyday occurrence which have become sufficiently anglicized, although still retaining their accents:

Père Lagrange, Freiherr von Schwenau; the German Reichstag, the Champs Elysées, the Museo delle Terme;

a priori	ennui	per annum
à propos	entrée	per capita
attaché	ex cathedra	per contra
bona fide	ex officio	post mortem
bric-à-brac	exposé	pro and con(tra)
café	façade	protégé
chargé d'affaires	fête	pro tem(pore)
confrère	habeas corpus	régime
connoisseur	levée	résumé
cul-de-sac	littérateur	rôle
débris	matinée	savant
début	mêlée	soirée
décolleté	motif	umlaut
dénouement	naïve	tête-à-tête
dépôt (=depository)	née	versus (vs.)
dramatis personae	net	via
éclat	névé	vice versa
élite	papier mâché	vis-à-vis

52. Titles of publications—books (including plays, essays, cycles of poems, and single poems of considerable length, usually printed separately, and not from the context understood to form parts of a larger volume), pamphlets, treatises, tracts, documents, and periodicals (including regularly appearing proceedings and transactions; and also applying to the name of a journal appearing in the journal itself):

Spencer, *Principles of Sociology; A Midsummer Night's Dream;* Carlyle, *Essay on Burns; Idylls of the King; Paradise Lost;* the *Independent,* the *Modern Language Review,* the *Chicago Tribune, Report of the United States Commissioner of Education, Transactions of the Illinois Society for Child Study.*

NOTE.—The *Botanical Gazette* uses italics for such titles in the text only; in footnotes, roman. Its own name it prints in caps and small caps.

Books of the Bible, both canonical and apocryphal, and titles of ancient manuscripts, should be set in roman type (see **27** and **38**).

53. The following words, phrases, and abbreviations used in literary references:

ibid., idem, loc. cit., op. cit., ad loc., s.v., supra, infra, passim, vide.

But *do not* italicize—

cf., i.e., e.g. (set with a thin space).

54. Address lines in speeches, reports, etc., and primary address lines in letters:

Mr. President, Ladies and Gentlemen:

Mr. John Smith, 321 Dearborn Street, Chicago, Ill.

DEAR SIR: I take pleasure in announcing . . . .

(Set this flush, in a separate line, with nouns capitalized [see **43**].)

55. In signatures, the position or title added after the name. If this consists of only one word, it is run into the same line with the name; if of more than one, but no longer than the name, center the first letter under the name line, and indent one em on the right; if longer than the name, center the name over the second line and set this flush. These rules are, however, subject to the exigencies of special cases:

ARTHUR P. MAGUIRE, *Secretary*

Yours very truly,
CARTER H. HARRISON
Mayor of Chicago

CHARLES M. GAYLEY
Professor of English Language and Literature

56. *a*), *b*), *c*), etc., used to indicate subdivisions (single parenthesis if beginning a paragraph, double parentheses if "run in"); and *a*, *b*, *c*, etc., affixed to the number of verse, page, etc., to denote fractional part:
Luke 4 : 31*a* (with a hair-space).

57. Letters used to designate unknown quantities, lines, etc., in algebraic, geometrical, and similar matter:
$ac+bc=c\,(a+b)$; the lines *ad* and *AD;* the *n*th power.

58. As a rule, letters in legends or in the text referring to corresponding letters in accompanying illustrations:
"At the point *A* above (see diagram)."

59. References to particular letters:
the letter *u*, a small *v*.

60. *s.* and *d.* (= shillings and pence) following numerals:
3*s.* 6*d.* (with a hair-space).

61. In zoölogical, botanical, and similar matter, scientific (Latin) names of species; and in astronomical matter, names of stars or constellations:
Felis leo, Rosa Carolina; Saturn, Cassiopeia.

62. In resolutions, the word "*Resolved*" (see **35**).

63. After headlines, as a rule, the word "*Continued;*" and [*To be continued*] at the end of articles:

THE SCOPE OF SOCIOLOGY—*Continued*

[*To be continued*]

QUOTATIONS

PUT BETWEEN QUOTATION MARKS (and in roman type — i. e., "roman-quote")—

64. Citations, run into the text, of a passage from an author in his own words (see **75**).

65. Quotations from different authors following each other uninterrupted by any intervening original matter.

66. A word or phrase accompanied by its definition:

"Drop-folio" means a page-number at the bottom of the page; Such a piece of metal is called a "slug."

67. An unusual, technical, ironical, etc., word or phrase in the text, whether or not accompanied by a word, like "so-called," directing attention to it:

Her "five o'clocks" were famous in the neighborhood; She was wearing a gown of "lobster-colored" silk; He was elected "master of the rolls;" We then repaired to what he called his "quarter deck;" A "lead" is then inserted between the lines; This so-called "man of affairs;" A self-styled "connoisseur."

68. In translations, the English equivalent of a word, phrase, or passage from a foreign language:

Weltanschauung, "world-view" or "fundamental aspect of life;" Mommsen, *Römische Geschichte* ("History of Rome").

69. The particular word or words to which attention is directed:

the term "lynch law;" the phrase "liberty of conscience;" the concepts "good" and "bad;" the name "Chicago."

70. Serial titles:

"English Men of Letters" series; "International Critical Commentary."

71. Titles of shorter poems (see **52**):

Shelley's "To a Skylark."

72. Cited titles of subdivisions (e.g., parts, books, chapters, etc.) of publications; of papers, lectures, sermons, articles, toasts, mottoes, etc.:

The Beginnings of the Science of Political Economy, Vol. I, 'The British School," chap. 2, "John Stuart Mill;" the articles "Cross," "Crucifixion," and "Crusade" in Hastings' *Dictionary of the Bible;* The subject of the lecture was 'Japan—Its Past, Present, and Future;" the next toast on the programme was "Our German Visitor;" The king's motto is "For God and My Country."

NOTE.—The *Botanical Gazette*, in footnotes, uses no quotation marks for such titles.

References to the Preface, Introduction, Table of Contents, Index, etc., of a specific work, should be set with capitals, without quotation marks:

Preface, p. iii; "The Introduction contains . . . . ;" "The Appendix occupies a hundred pages;" but: "The book has a very complete index."

73. Names of ships:

the U. S. SS. "Oregon."

74. Titles of works of art:

Murillo's "The Holy Family."

SET IN SMALLER TYPE—

75. Ordinarily, all prose extracts which will make three or more lines in the smaller type, and all poetry citations of two lines or more. An isolated prose quotation, even though its length would bring it under this rule, may properly be run into the text, if it bears an organic relation to the argument presented. On the other hand, a quotation of one or two lines which is closely preceded or followed by longer extracts, set in smaller type, may likewise be reduced, as a matter of uniform appearance.

76. As a rule, reduce from 11-pt. and 10-pt. to 9-pt., from 9-pt. to 8-pt., from 8-pt. to 6-pt. (see **233**).

77. Reduced citations should not have quotation marks, except in such cases as noted in **65**; nor should quotation marks, as a rule, be used in connection with italics.

GENERAL RULES—

78. Quotation marks should always include ellipses, and the phrase "etc." when it otherwise would not be clear that it stands for an omitted part of the matter quoted, perfect clearness in each individual case being the best criterion:

"Art. II, sec. 2, of the Constitution provides that 'each state shall appoint . . . . a number of electors equal to the whole number of senators and representatives . . . . ;'" "He also wrote a series of 'Helps to Discovery, etc.'"—"etc." here

indicating, not that he wrote other works which are unnamed, but that the title of the one named is not given in full; but, on the other hand: "Preaching from the text, 'For God so loved the world,' etc. . . . ."—"etc." here being placed outside of the quotation marks in order to show that it does not stand for other, unnamed, objects of God's love.

79. Quoted prose matter (i. e., matter set with quotation marks; see above) which is broken up into paragraphs should have the quotation marks repeated at the beginning of each paragraph.

80. Where alignment is desired, the quotation marks should be "cleared"—i. e., should project beyond the line of alignment:

> "Keep away from dirtiness—keep away from mess.
> Don't get into doin' things rather-more-or-less!"

81. Double quotation marks are used for primary quotations; for a quotation within a quotation, single; going back to double for a third, to single for a fourth, and so on:

"The orator then proceeded: 'The dictionary tells us that "the words 'freedom' and 'liberty,' though often interchanged, are distinct in some of their applications." ' "

SPELLING

SPELL OUT—

82. All civil and military titles, and forms of address, preceding the name, except Mr., Messrs., Mrs. (French: M., MM., M^me^, M^lle^), Dr., Rev., Hon. (*do not*, except in quotations, set *the* Rev., *the* Hon.); Esq., following the name, should likewise always be abbreviated.

83. Christian names, as George, Charles, John (not: Geo., Chas., Jno.), except where the abbreviated form is used in quoted matter or in original signatures; and "von" as part of a person's name.

NOTE.—In the matter of alphabetizing names the following rules should be observed:

a) Hyphenated names are ordinarily alphabetized under the name following the hyphen; thus, Henry Chandler-Taylor comes under Taylor and not under Chandler (Taylor, Henry Chandler-).

b) French and German names preceded by the particles "de" and "von," written in the usual fashion with lower-case letters, are regularly listed under the letter following the particle. In individual cases it may be found that the person always capitalizes the particle and treats it as a part of the surname. (Rambeau, Émile de; Sternthal, Max von; De Bey, Robert.)

c) The Dutch prefix "Van" is regularly capitalized and treated as the first part of the surname; such names are listed under *V*. (Van Maastricht, Hendryk.)

d) Spanish names having two parts connected by the particle "y" are listed under the name preceding the connective. (Gomez y Pineda, Liberio.)

e) Names beginning with "Mc," whether the "Mc" part is written "Mc," "Mac," "M'," or "Mac" without the following letter being capitalized (as in "Macomber"), fall into one alphabetical list, as if spelled "Mac."

84. In ordinary reading-matter, all numbers of less than three digits, unless of a statistical or technical character, or occurring in groups of six or more following each other in close succession:

"There are thirty-eight cities in the United States with a population of 100,000 or over;" "a fifty-yard dash;" "two pounds of sugar;" "Four horses, sixteen cows, seventy-six sheep, and a billy goat constituted the live stock of the farm;" "He spent a total of two years, three months, and seventeen days in jail." But: "He spent 128 days in the hospital;" "a board 20 feet 2 inches long by 1½ feet wide and 1¼ inches thick;" "the ratio of 16 to 1;" "In some quarters of Paris, inhabited by wealthy families, the death-rate is 1 to every 65 persons; in others, inhabited by the poor, it is 1 to 15;" "His purchase consisted of 2 pounds of sugar, 20 pounds of flour, 1 pound of coffee, ½ pound of tea, 3 pounds of meat, and 1½ pounds of fish, besides 2 pecks of potatoes and a pint of vinegar."

Treat all numbers in connected groups alike, as far as possible; do not use figures for some and spell out others; if the largest contains three or more digits, use figures for all (see **86**); per cent. should always take figures:

"The force employed during the three months was 87, 93, and 106, respectively;" 1–10 per cent.

85. Round numbers (i. e., approximate figures in even

units, the unit being 100 in numbers of less than 1,000, and 1,000 in numbers of more):

"The attendance was estimated at five hundred" (but: "at 550"); "a thesis of about three thousand words" (but: "of about 2,700"); "The population of Chicago is approximately two millions" (but: "1,900,000"). Cases like 1,500, if for some special reason spelled out, should be written "fifteen hundred," not "one thousand five hundred."

86. All numbers, no matter how high, commencing a sentence in ordinary reading-matter:

"Five hundred and ninety-three men, 417 women, and 126 children under eighteen, besides 63 of the crew, went down with the ship."

When this is impracticable, reconstruct the sentence; e. g.:

"The total number of those who went down with the ship was 593 men," etc.

87. Sums of money, when occurring in isolated cases in ordinary reading-matter:

"The admission was two dollars."

When several such numbers occur close together, and in all matter of a statistical character, use figures:

"Admission: men, $2; women, $1; children, 25 cents."

88. Time of day, in ordinary reading-matter:

at four; at half-past two in the afternoon; at seven o'clock.

Statistically, in enumerations, and always in connection with A. M. and P. M., use figures:

at 4:15 P. M. (omit "o'clock" in such connections).

89. Ages:

eighty years and four months old; children between six and fourteen.

90. Numbers of centuries, of Egyptian dynasties, of sessions of Congress, of military bodies, of political divisions, of thoroughfares, and in all similar cases, unless brevity is an important consideration (see **5, 6,** and **11**):

nineteenth century; Fifth Dynasty; Fifty-fourth Congress, Second Session; Fifteenth Infantry I. N. G.; Sixth Congressional District, Second Ward; Fifth Avenue.

91. References to particular decades:

in the nineties.

92. Names of months, except in statistical matter or in long enumerations:

from January 1 to April 15 (omit, after dates, *st, d,* and *th*).

93. "United States," except in quotations and such connections as: General Schofield, U. S. A.; U. S. SS. "Oregon;" in footnotes and similar references: U. S. Geological Survey.

94. "Railroad (-way)," and "Fort" and "Mount" in geographical appellations:

Chicago, Milwaukee & St. Paul Railroad (not: R. R. or Ry.); Fort Wayne, Mount Elias.

95. In most cases, all names of publications. This rule, like many another, is open to modification in particular instances, for which no directions can here be

given. Expediency, nature of context, authoritative usage, and author's preference are some of the points to be considered. Generally, if in doubt, spell out; good taste will condone offenses in this direction more readily than in the opposite.

ABBREVIATE—

96. Names of states and territories in the United States following those of towns, with the usual exceptions, as follows:

Ala.	La.	Ore.
Alaska	Me.	Pa.
Ariz.	Mass.	P. I. = Philippine
Ark.	Md.	Islands
Cal.	Mich.	P. R. = Porto Rico
Colo.	Minn.	R. I.
Conn.	Miss.	Samoa
D. C.	Mo.	S. C.
Del.	Mont.	S. D.
Fla.	N. C.	Tenn.
Ga.	N. D.	Tex.
H. I. = Hawaiian	Neb.	Utah
Islands	Nev.	Vt.
Id.	N. H.	Va.
Ill.	N. J.	Wash.
Ind.	N. M.	Wis.
Ia.	N. Y.	W. Va.
Kan.	O.	Wyo.
Ky.	Ok.	

97. In technical matter (footnote references, bibliographies, etc.), "Company" and "Brothers," and the word "and" (& = "short and" or "ampersand"), in names of commercial firms:

The Macmillan Co., Macmillan & Co., Harper Bros.; Chicago, Milwaukee & St. Paul Railroad.

In text matter, not of a technical character, "Company" and "Brothers" may, however, be spelled out:

"Harper Brothers have recently published . . . . ;" "The Century Company announces . . . . ;" "The extraordinary story of the South Sea Company."

98. "Saint" before a name:

St. Louis, St. Peter's Church, SS. Peter and Paul.

"St." should, however, preferably be omitted in connection with the names of apostles, evangelists, and church fathers:

Luke, Paul, Augustine; not: St. Luke, St. Paul, St. Augustine.

99. In references to Scripture passages, most books of the Bible having more than one syllable, as follows:

OLD TESTAMENT

Gen.	Neh.	Hos.
Ex.	Esther	Joel
Lev.	Job	Am.
Num.	Psalms (Psalter)	Obad.
Deut.	Prov.	Jonah
Josh.	Eccles.	Mic.
Judg.	Song of Sol.	Nah.
Ruth	Isa.	Hab.
I and II Sam.	Jer.	Zeph.
I and II Kings	Lam.	Hag.
I and II Chron.	Ezek.	Zech.
Ezra	Dan.	Mal.

NEW TESTAMENT

Matt.	Gal.	Philem.
Mark	Eph.	Heb.
Luke	Phil.	Jas.
John	Col.	I and II Pet.
Acts	I and II Thess.	I, II, and III John
Rom.	I and II Tim.	Jude
I and II Cor.	Titus	Rev.

APOCRYPHA

I and II Esd.	Wisd. of Sol.	Sus.
Tob. = Tobit	Ecclus.	Bel and Dragon
Jud. = Judith	Bar.	Pr. of Man.
Rest of Esther	Song of Three Children	I, II, III, and IV Macc.

100. In literary references, in footnotes and matter of a bibliographical character, "volume," "number," "chapter," "article," "section," "page," "column," "verse," "line," "note," "figure," followed by their number (see **33** and **218**); and the word "following" after the number to denote continuance:

Vol. I (plural, Vols.), No. 1 (Nos.), chap. 2 (chaps.), Art. III (Arts.), sec. 4 (secs.), p. 5 (pp.), col. 6 (cols.), vs. 7 (vss.), l. 8 (ll.), n. 9 (nn.); pp. 5–7 (=pages 5 to 7 inclusive), pp. 5, 6 (=pages 5 and 6); pp. 5 f. (=page 5 and the following page), pp. 5 ff. (=pages 5 and the following pages); Fig. 7.

Where such phrases occur in isolated instances in the text, in continuous narrative (and not inclosed in parentheses), it is often preferable to spell them out, especially if beginning a sentence:

"Volume II of this work contains, on page 25, a reference to . . . . ;" but: "Volume II . . . . contains (p. 25) . . . ."

101. The common designations of weights and measures in the metric system, when following a numeral:

1 m., 2 dm., 3 cm., 4 mm.; c.m. (=cubic meter), c.d., c.c., c.mm.; g. (=gram; gr.=grain).

General Rules—

102. In extracts from modern authors whose spelling and punctuation differ but slightly from ours, and where such variations do not affect the meaning, use office style. In citations from Old English works, and in such cases where it appears to be essential to the writer's plan or the requirements of the context to give a faithful rendering, follow the original copy. Titles should always be accurately quoted.

103. Form possessive of proper names ending in *s* or another sibilant, if monosyllabic, by adding an apostrophe and *s;* if of more than one syllable, by adding an apostrophe alone:

King James's Version, Burns's poems, Marx's theories; Moses' law, Jesus' birth, Demosthenes' orations, Berlioz' compositions; for convenience' sake.

104. Before sounded *h* and long *u*, use "a" as the form of the indefinite article:

a hotel, a harmonic, a historical, a union, [a euphonious word, such a one].

105. Do not use ligature *æ* and *œ*, but separate the letters, in quotations from Latin, and in anglicized derivatives

from Latin, or from Greek through Latin, where *e* has not been substituted for the diphthong:

> Aurea prima sata est aetasque, vindice nullo,
> sponte sua, sine lege, fidem rectumque colebat;
> poena metusque aberant . . . .

the *Aeneid*, *Oedipus Tyrannus*, Caesar, aesthetic, subpoena.

In quotations from Old English, and from French and such other modern languages as employ it, use the ligature:

Ælfred, AS *hwæte*="wheat;" *Œuvres de Balzac*, *chef-d'œuvre*.

106. Differentiate "farther" and "further" by using the former in the sense of "more remote," "at a greater distance;" the latter in the sense of "moreover," "in addition":

the farther end, he went still farther; further he suggested, a further reason.

107. Spell:

abridgment	archaeology	behavior	castor (roller)
accouter	ardor	biased	catechize
acknowledgment	armor	blessed	caviler
adz	artisan	bowlder	center
aegis	asbestos	burned	check
Aeolian	ascendency	caesura	chiseled
aesthetic	ascendent	caliber	chock-full
afterward	Athenaeum	canceled	clamor
ambassador	ax	candor	clinch
amid	aye	cannoneer	clue
among	bark (vessel)	cannot	color
anyone (n.)	barreled	cañon	controller[1]
appareled	bazaar	carcass	cotillon
arbor	Beduin	caroled	councilor

[1] In official publications of the University of Chicago, "comptroller."

counselor
cozy
criticize
cue
cyclopedic
defense
demarkation
demeanor
diarrhoea
disheveled
disk
dispatch
distil
downward
draft
drought
dueler
dulness
dwelt
embitter
emir
encyclopedic
endeavor
enfold
engulf
enrol
ensnare
envelope (n.)
enwrapped
equaled
error
Eskimo
exhibitor
fantasy
favor
fetish
fiber
flavor
focused
fulfil
fulness
gauge
Galilean
gaiety
glamor
glycerin
good-bye
governor
graveled
gray
gruesome
Gipsy
haematoxylin
harbor
hectare
hemorrhage
hindrance
Hindu
honor
horror
impale
impaneled
imperiled
incase
inclose
incrust
incumbrance
indorse
ingraft
instal
instil
insure
intrench
intrust
jeweled
Judea
judgment
kidnaper
Koran
labeled
labor
lacquer
leveled
libeled
liter
lodgment
maneuver
marshaled
marvelous
meager
mediaeval
meter
mileage
miter
modeled
Mohammedan
mold
molt
moneyed
mortgager
movable
mustache
neighbor
nomad
odor
offense
paean
paleography
paleontology
paneled
parceled
parole
parquet
partisan
penciled
Phoenix
plow
practice (n. & v.)
pretense
primeval
programme
pigmy
quarreled
raveled
reconnoiter
reinforce
rencounter
reverie
rigor
rivaled
riveted
ruble
rumor
saber
salable
Sanskrit
Savior
savor
scathe
scepter
sepulcher
sergeant
Shakspere
skepticism
skilful
smolder
somber
someone (n.)
specter
staunch
subpoena
succor
sumac
syrup
taboo
talc
theater
thraldom
thrash
today
tomorrow
tonight
tormentor
toward
trammeled
tranquilize
traveler
trousers
tumor
upward
valor
vapor
vendor
vigor
whiskey
wilful
woeful
woolen
worshiper
Yahweh

PUNCTUATION

108. All punctuation marks should be printed in the same type as the word or letter immediately preceding them:

"With the cry of *Banzai!* the regiment stormed the hill;" Luke 4:16*a;* no. 1.

PERIOD—

109. A period is used to indicate the end of a complete sentence (see, however, **112**).

110. Put a period after all abbreviations, except in cases where a mechanical necessity compels the omission of a letter or letters in the middle of a word for which there is no recognized abbreviated form; such omission is indicated by an apostrophe. Treat "per cent." and the metric symbols as abbreviations, but not the chemical symbols, nor "format" of books:

Macmillan & Co., Mr. Smith, St. Paul, no. 1, Chas. (see **83**), *ibid., s. v.;* 2 per cent., 10 mm.; but: m'f'g pl't (=manufacturing plant); O, Fe; 4to, 8vo

NOTE.—With respect to symbols for measures the following exceptions should be noted: *Astrophysical Journal*, 12 mm (with thin space and no period); *Botanical Gazette*, 12^{mm}, 125^{ft} (superior, with hair-space); *Journal of Geology*, 12^{mm}. *Astrophysical Journal* uses italics for chemical symbols: *Fe.*

But *do not* use period, in technical matter, after the recognized abbreviations for linguistic epochs, or

for titles of well-known publications of which the initials only are given, nor after MS (=manuscript): IE (=Indo-European), OE (=Old English), MHG (=Middle High German); *AJSL* (=*American Journal of Semitic Languages and Literatures*), *ZAW* (=*Zeitschrift für alttestamentliche Wissenschaft*).

111. Use no period after Roman numerals, even if having the value of ordinals:
Vol. IV; Louis XVI

112. Omit the period after running-heads (for explanation of this and the following terms see **260–64**); after centered headlines; after side-heads set in separate lines; after cut-in heads; after box-heads in tables; and after superscriptions and legends which do not form a complete sentence (with subject and predicate); after date lines at top of communications, and after signatures (see **43**).

113. The period is placed inside the quotation marks; and inside the parenthesis when the matter inclosed forms no part of the preceding sentence; otherwise outside:
Tennyson's "In Memoriam." Put the period inside the quotation marks. (This is a rule without exception.) When the parenthesis forms part of the preceding sentence, put the period outside (as, for instance, here).

Exclamation Point—

114. The exclamation point is used to mark an outcry, or an emphatic or ironical utterance:

"Long live the king!" "Heaven forbid!" "Good!" he cried; "How funny this seems!" "This must not be!" The subject of his lecture was "The Thisness of the That"! The speaker went on: "Nobody should leave his home tomorrow without a marked ballot in their (!) pocket."

115. The exclamation point is placed inside the quotation marks when part of the quotation; otherwise outside.

See illustrations in **114**.

INTERROGATION POINT—

116. The interrogation point is used to mark a query, or to express a doubt:

"Who is this?" The prisoner gave his name as Roger Crown-inshield, the son of an English baronet (?).

Indirect questions, however, should not be followed by an interrogation point:

He asked whether he was ill.

117. The interrogation point should be placed inside the quotation marks only when it is a part of the quotation:

The question: "Who is who, and what is what?" Were you ever in "Tsintsinnati"?

COLON—

118. The colon is used to "mark a discontinuity of grammatical construction greater than that indicated by the semicolon and less than that indicated by the period. It is commonly used (1) to emphasize a close connection in thought between two clauses of which each forms a complete sentence, and which

might with grammatical propriety be separated by a period; (2) to separate a clause which is grammatically complete from a second which contains an illustration or amplification of its meaning; (3) to introduce a formal statement, an extract, a speech in a dialogue, etc." (*Century Dictionary*), (unless this is preceded by a conjunction, like "that," immediately connecting it with what goes before). Before the quotation of a clause in the middle of a sentence use a comma:

(1) "This argument undeniably contains some force: Thus it is well known that . . . ." "The secretion of the gland goes on uninterruptedly: this may account for the condition of the organ." "The fear of death is universal: even the lowest animals instinctively shrink from annihilation." (2) "Most countries have a national flower: France the lily, England the rose, etc." "Lambert pine: the gigantic sugar pine of California." (3) "The rule may be stated thus: . . . ." "We quote from the address: . . . ." "Charles: 'Where are you going?' George: 'To the mill-pond.'" But: "He stoutly maintained that 'the letter was a monstrous forgery;'" and: "Declaring, 'The letter is a monstrous forgery,' he tried to wash his hands of the whole affair."

119. The colon thus often takes the place of an implied "namely," "as follows," "for instance," or a similar phrase. Where such word or phrase is used, it should be followed by a colon if what follows consists of one or more grammatically complete clauses; otherwise, by a comma (see **132**):

"This is true of only two nations—the wealthiest, though not the largest, in Europe: Great Britain and France;" but: "This is true of only two nations—the wealthiest, though not the largest, in Europe—viz., Great Britain and France." "He made several absurd statements. For example: . . . .;" but: "There are several states in the Union—for instance, Kansas and Wyoming—which . . . ."

120. Put a colon after the salutatory phrase at the beginning of a letter, and after the introductory remark of a speaker addressing the chairman or the audience:

MY DEAR MR. BROWN: (See **43.**)
Mr. Chairman, Ladies and Gentlemen: (See **54.**)

121. Put a colon between chapter and verse in Scripture passages, and between hours and minutes in time indications:

Matt. 2:5–13; 4:30 P. M.

122. Put a colon between the place of publication and the publisher's name in literary references:

Clement of Alexandria (London: Macmillan), II, 97.

123. The colon should be placed outside the quotation marks, unless a part of the quotation:

He writes under the head of "Notes and Comments": "Many a man has had occasion to testify to the truth of the old adage:" etc.

SEMICOLON—

124. A semicolon is used to mark the division of a sentence somewhat more independent than that marked by a comma:

"Are we giving our lives to perpetuate the things that the past has created for its needs, forgetting to ask whether these things still serve today's needs; or are we thinking of living men?" "This is as important for science as it is for practice; indeed, it may be said to be the only important consideration." "It is so in war; it is so in the economic life; it cannot be otherwise in religion." "Let us not enter into this now; let us, rather, ask what the significance of our departed friend has been for his generation, not as a soldier and statesman, but as a philosopher and writer; not as an administrator and an organizer, but as the standard-bearer of civic right eousness." "In Russia the final decision rests with the Czar, advised by his ministers; in most constitutional countries, indirectly with the people as represented in parliament; in Switzerland alone, through the referendum, directly with the electorate at large." "This, let it be remembered, was the ground taken by Mill; for to him 'utilitarianism,' in spite of all his critics may say, did not mean the pursuit of bodily pleasure." ("For" in such cases should commonly be preceded by a semicolon.)

125. In enumerations use a semicolon between the different links, if these consist of more than a few words closely connected, and especially if individual clauses contain any punctuation mark of less value than a period, or an exclamation or interrogation point (unless inclosed in parentheses), yet are intimately joined one with the other, and all with the sentence or clause leading up to them, for instance through dependence upon a conjunction, like "that," preceding them (see **32**):

"The membership of the international commission was made up as follows: France, 4; Germany, 5; Great Britain, 1 (owing to a misunderstanding, the announcement did not reach the English societies in time to secure a full quota from that country. Sir Henry Campbell, who had the matter in charge, being absent at the time, great difficulty was experienced in arousing sufficient interest to insure the sending of even a solitary delegate); Italy, 3; the United States, 7." "The defendant, in justification of his act, pleaded that (1) he was despondent over the loss of his wife; (2) he was out of work; (3) he had had nothing to eat for two days; (4) he was under the influence of liquor." "Presidents Hadley, of Yale; Eliot, of Harvard; Butler, of Columbia; and Angell, of Michigan." "Smith was elected president; Jones, vice-president; Miller, secretary; and Anderson, treasurer."

126. In Scripture references a semicolon is used to separate passages containing chapters:

Gen. 2:3–6, 9, 14; 3:17; chap. 5; 6:15.

127. The semicolon is always placed inside the quotation marks.

COMMA—

128. The comma is "used to indicate the smallest interruptions in continuity of thought or grammatical construction, the marking of which contributes to clearness" (*Century Dictionary*):

"Here, as in many other cases, what is sometimes popularly supposed to be orthodox is really a heresy, an exaggeration, a distortion, a caricature of the true doctrine of the church. The doctrine is, indeed, laid down by an authority here and

there; but, speaking generally, it has no place in the standards, creeds, or confessions of the great communions; e. g., the Apostles' Creed, the Nicene Creed, the canons of the early ecumenical councils, the Westminster Confession, the Thirty-nine Articles." "Shakspere and other, lesser, poets." "The books which I have read I herewith return" (i. e., I return those [only] which I have read); but: "The books, which I have read, I herewith return" (i. e., having read them [all], I now return them). "Gossiping, women are happy;" and: "Gossiping women are happy." "Of these four, two Americans and one Englishman, started;" and: "Of these, four—two Americans and two Englishmen—started." "The suffering, God will relieve." "Behind, her 'stage mother' stood fluttering with extra wraps." "About [the year] 1840, daughters of self-respecting Americans worked in cotton-mills." "Some boys and girls prematurely announce themselves, usually in uncomfortable, sometimes in bad, ways." "And, as I believe, we are beginning to see with clearer, and I hope with finer, vision." "This is, at least to some extent, true of everyone."

129. Use a comma to separate proper nouns belonging to different individuals or places:

"To John, Smith was always kind;" "To America, Europe awards the prize of mechanical skill."

130. Put a comma before "and," "or," and "nor" connecting the last two links in a sequence of three or more; or all the links in a series of greater length, or where each individual link consists of several words; always put a comma before "etc.":

Tom, Dick, and Harry; either copper, silver, or gold; "He was equally familiar with Homer, and Shakspere, and

Molière, and Cervantes, and Goethe, and Ibsen;" "Neither France for her art, nor Germany for her army, nor England for her democracy, etc."

But *do not* use a comma where "and," etc., serves to connect all of the links in a brief and close-knit phrase:

a man good and noble and true; "I do not remember who wrote the stanza—whether it was Shelley or Keats or Moore."

131. Ordinarily, put a comma before and after clauses introduced by such conjunctions as "and," "but," "if," "while," "as," "whereas," "since," "because," "when," "after," "although," etc., especially if a change of subject takes place:

"When he arrived at the railway station, the train had gone, and his friend, who had come to bid him good-bye, had departed, but left no word. As the next train was not due for two hours, he decided to take a ride about the town, although it offered little of interest to the sightseer. While he regretted his failure to meet his friend, he did not go to his house, because he did not wish to inconvenience his wife, if it were true that she was ill."

But *do not* use a comma before clauses introduced by such conjunctions, if the preceding clause is not logically complete without them; nor before "if," "but," and "though" in brief and close-welded phrases:

"This is especially interesting because they represent the two extremes, and because they present differences in their relations;" "This is good because true;" "I shall agree to this

only if you accept my conditions;" "I would not if I could, and could not if I would;" "He left school when he was twelve years old;" "honest though poor;" "a cheap but valuable book."

132. Such conjunctions, adverbs, connective particles, or phrases as "now," "then," "however," "indeed," "therefore," "moreover," "furthermore," "nevertheless," "though," "in fact," "in short," "for instance," "that is," "of course," "on the contrary," "on the other hand," "after all," "to be sure," etc., should be followed by a comma when standing at the beginning of a sentence or clause to introduce an inference or an explanation, and should be placed between commas when wedged into the middle of a sentence or clause to mark off a distinct break in the continuity of thought or structure, indicating a summarizing of what precedes, the point of a new departure, or a modifying, restrictive, or antithetical addition, etc.:

"Indeed, this was exactly the point of the argument;" "Moreover, he did not think it feasible;" "Now, the question is this: . . . ." "Nevertheless, he consented to the scheme;" "In fact, rather the reverse is true;" "This, then, is my position: . . . ;" "The statement, therefore, cannot be verified;" "He thought, however, that he would like to try;" "That, after all, seemed a trivial matter;" "The gentleman, of course, was wrong."

But *do not* use a comma with such words when the connection is logically close and structurally smooth

enough not to call for any pause in reading; with "therefore," "nevertheless," etc., when directly following the verb; with "indeed" when directly preceding or following an adjective or another adverb which it qualifies; nor ordinarily with such terms as "perhaps," "also," "likewise," etc.:

"Therefore I say unto you . . . . ;" "He was therefore unable to be present;" "It is nevertheless true;" "He is recovering very slowly indeed;" "He was perhaps thinking of the future;" "This is likewise true of the army;" "He was a scholar and a sportsman too."

133. If among several adjectives preceding a noun the last bears a more direct relation to the noun than the others, it should not be preceded by a comma:

"the admirable political institutions of the country;" "a handsome, wealthy young man."

134. Participial clauses, especially such as contain an explanation of the main clause, should usually be set off by a comma:

"Being asleep, he did not hear him;" "Exhausted by a hard day's work, he slept like a stone."

135. Put a comma before "not" introducing an antithetical clause:

"Men addict themselves to inferior pleasures, not because they deliberately prefer them, but because they are the only ones to which they have access."

136. For parenthetical, adverbial, or appositional clauses or phrases use commas to indicate structurally

disconnected, but logically integral, interpolations; dashes to indicate both structurally and logically disconnected insertions; never use the two together (see **159**):

"Since, from the naturalistic point of view, mental states are the concomitants of physiological processes . . . .;" "The French, generally speaking, are a nation of artists;" "The English, highly democratic as they are, nevertheless deem the nobility one of the fundamentals of their political and social systems."

137. Use a comma to separate two identical or closely similar words, even if the sense or grammatical construction does not require such separation (see **129**):

"Whatever is, is good;" "What he was, is not known;" "The chief aim of academic striving ought not to be, to be most in evidence;" "This is unique only in this, that . . . ."

138. In adjectival phrases, a complementary, qualifying, delimiting, or antithetical adjective added to the main epithet preceding a noun should be preceded and followed by a comma:

"This harsh, though perfectly logical, conclusion;" "The deceased was a stern and unapproachable, yet withal sympathetic and kind-hearted, gentleman;" "Here comes in the most responsible, because it is the final, office of the teacher;" "The most sensitive, if not the most elusive, part of the training of children . . . .;" "He always bought the very best, or at least the most expensive, articles."

139. Two or more co-ordinate clauses ending in a word

governing or modifying another word in a following clause should be separated by commas:

". . . . a shallow body of water connected with, but well protected from, the open sea;" "He was as tall as, though much younger than, his brother;" "The cultivation in ourselves of a sensitive feeling on the subject of veracity is one of the most useful, and the enfeeblement of that feeling one of the most hurtful, things to which our conduct can be instrumental;" "This road leads away from, rather than toward, your destination."

140. Similarly, use a comma to separate two numbers:

"In 1905, 347 teachers attended the convention;" November 1, 1905 (see **144**).

141. A comma is employed to indicate the omission, for brevity or convenience, of a word or words, the repetition of which is not essential to the meaning:

"In Illinois there are seventeen such institutions; in Ohio, twenty-two; in Indiana, thirteen;" "In Lincoln's first cabinet Seward was secretary of state; Chase, of the treasury; Cameron, of war; and Bates, attorney-general."

Often, however, such constructions are smooth enough not to call for commas (and consequent semicolons):

"One puppy may resemble the father, another the mother, and a third some distant ancestor."

142. Use a comma before "of" in connection with residence or position:

Mr. and Mrs. McIntyre, of Detroit, Mich.; President Hadley, of Yale University.

Exceptions are those cases, historical and political, in which the place-name practically has become a part of the person's name, or is so closely connected with this as to render the separation artificial or illogical: Clement of Alexandria, Philip of Anjou, King Edward of England.

143. Put a comma between two consecutive pages, verses, etc.; and after digits indicating thousands: pp. 5, 6 (not: 5–6); 1,276, 10,419.

144. Separate month and year, and similar time divisions, by a comma:

November, 1905; New Year's Day, 1906.

NOTE.—*Astrophysical Journal* and *Botanical Gazette* do not use a comma with four figures, nor between month and year.

145. Omit the comma, in signatures and at the beginning of articles, after author's name followed by address, title, or position in a separate line, or after address followed by a date line, etc.:

JAMES P. ROBINSON
Superintendent of Schools, Bird Center, Ill.

JAMES P. ROBINSON
Superintendent of Schools
BIRD CENTER, ILL.
July 1, 1906

146. The comma is always placed inside the quotation marks.

APOSTROPHE—

147. An apostrophe is used to mark the omission of a

letter or letters in the contraction of a word, or of figures in a number:

ne'er, don't, 'twas, "takin' me 'at;" m'f'g; the class of '96 (see **110**).

148. The possessive case of nouns, common and proper, is formed by the addition of an apostrophe, or apostrophe and *s* (see **103**):

a man's, horses' tails; Scott's *Ivanhoe*, Jones's farm, Themistocles' era; for appearance' sake.

149. The plural of numerals, and of rare or artificial noun-coinages, is formed by the aid of an apostrophe and *s;* of proper nouns of more than one syllable ending in a sibilant, by adding an apostrophe alone (monosyllabic proper names ending in a sibilant add *es;* others, *s*):

in the 1900's; in two's and three's, the three R's, the Y. M. C. A.'s; "these I-just-do-as-I-please's;" "all the Tommy Atkins' of England" (but: the Rosses and the MacDougalls).

QUOTATION MARKS (see section on "Quotations," **64–81**).

DASHES—

150. A dash is used to denote "a sudden break, stop, or transition in a sentence, or an abrupt change in its construction, a long or significant pause, or an unexpected or epigrammatic turn of sentiment" (John Wilson):

"Do we—*can we*—send out educated boys and girls from the high school at eighteen?" "The Platonic world of the static.

and the Hegelian world of process—how great the contrast!" "'Process'—that is the magic word of the modern period;" "To be or not to be—that is the question;" "Christianity found in the Roman Empire a civic life which was implicated by a thousand roots with pagan faith and cultus—a state which offered little . . . .;" "Care for the salvation of the soul, anxiety for its purity, expectation for the speedy end of the world—these overbore interest in moral society;" "This giving-out is but a phase of the taking-in—a natural and inevitable reaction;" "The advocates of this theory require exposure—long-time!" "Full of vigor and enthusiasm and—mince pie."

151. Use dashes (rarely parentheses—see **161**) for parenthetical clauses which are both logically and structurally independent interpolations (see **136**):

"This may be said to be—but, never mind, we will pass over that;" "'God, give us men! A time like this demands strong minds, great hearts'—I have forgotten the rest;" "There came a time—let us say, for convenience, with Herodotus and Thucydides—when this attention to actions was conscious and deliberate;" "If it be asked—and in saying this I but epitomize my whole contention—why the Mohammedan religion . . . ."

152. A clause added to lend emphasis to, or to explain or expand, a word or phrase occurring in the main clause, which word or phrase is then repeated, should be introduced by a dash:

"To him they are more important as the sources for history—the history of events and ideas;" "Here we are face to face with a new and difficult problem—new and difficult, that is, in the sense that . . . ."

153. Wherever a "namely" is implied before a parenthetical or complementary clause, a dash should preferably be used (see **119**):

"These discoveries—gunpowder, printing-press, compass, and telescope—were the weapons before which the old science trembled;" "But here we are trenching upon another division of our field—the interpretation of New Testament books."

154. In sentences broken up into clauses, the final—summarizing—clause should be preceded by a dash:

"Amos, with the idea that Jehovah is an upright judge . . . . ; Hosea, whose Master hated injustice and falsehood . . . . ; Isaiah, whose Lord would have mercy only on those who relieved the widow and the fatherless—these were the spokesmen . . . ."

155. A word or phrase set in a separate line and succeeded by paragraphs, at the beginning of each of which it is implied, should be followed by a dash:

"I recommend—

"1. That we kill him.

"2. That we flay him."

156. A dash should be used in connection with side-heads, whether "run in" or paragraphed:

2. *The language of the New Testament.*—The lexicons of Grimm-Thayer, Cremer, and others . . . .

NOTE.—The above statement has been taken from . . . .

Biblical Criticism in the Church of England—

A most interesting article appeared in the *Expository Times* . . . .

157. Use a dash for "to" connecting two words or numbers:

May–July, 1906 (en-dash); May 1, 1905—November 1, 1906 (em-dash); pp. 3–7 (en-dash); Luke 3:6—5:2 (em-dash).

In connecting consecutive numbers, omit hundreds from the second number—i. e., use only two figures—unless the first number ends in two ciphers, in which case repeat; if the next to the last figure in the first number is a cipher, do not repeat this in the second number:

1880–95, pp. 113–16; 1900–1906, pp. 102–7.

NOTE.—The *Astrophysical Journal* repeats the hundreds: 1880–1895, pp. 113–116.

158. Let a dash precede the reference (author, title of work, or both) following a direct quotation, consisting of at least one complete sentence, in footnotes or cited independently in the text (see **75**):

[1] "I felt an emotion of the moral sublime at beholding such an instance of civic heroism."—*Thirty Years*, I, 379.

The green grass is growing,
  The morning wind is in it,
'Tis a tune worth the knowing,
  Though it change every minute.
    —Emerson, "To Ellen, at the South."

159. A dash should not ordinarily be used in connection with any other point, except a period:

"DEAR SIR: I have the honor . . . ;" not: "DEAR SIR:—I have . . . ." "This—I say it with regret—was not done;" not: "This,—I say it with regret,—was . . . ."

PARENTHESES—

160. Place between parentheses figures or letters used to mark divisions in enumerations run into the text:

"The reasons for his resignation were three: (1) advanced age, (2) failing health, (3) a desire to travel."

If such divisions are paragraphed, a single parenthesis is ordinarily used in connection with a lower-case (italic) letter; a period, with figures and capital (roman) letters. In syllabi, and matter of a similar character, the following scheme of notation and indention of subdivisions should ordinarily be adhered to:

A. Under the head of . .
  I. Under . . . .
    1. Under . . . .
      a) Under . . . .
        (1) Under . . . .
          (*a*) Under . . . .
            α) Under . . . .
            β) Under . . . .
          (*b*) Under . . . .
        (2) Under . . . .
      b) Under . . . .
    2. Under . . . .
  II. Under . . . .
B. Under the head of . . . .

161. Parentheses should not ordinarily be used for parenthetical clauses (see **136** and **151**), unless confusion might arise from the use of less distinctive marks, or

unless the contents of the clause is wholly irrelevant to the main argument:

"He meant—I take this to be the (somewhat obscure) sense of his speech—that . . . . ;" "The period thus inaugurated (of which I shall speak at greater length in the next chapter) was characterized by . . . . ;" "The contention has been made (*op. cit.*) that . . . ."

BRACKETS—

162. Brackets are used to inclose an explanation or note, to indicate an interpolation in a quotation, to rectify a mistake, to supply an omission, and for a parenthesis within a parenthesis:

[1] [This was written before the publication of Spencer's book.—EDITOR.]

"These [the free-silver Democrats] asserted that the present artificial ratio can be maintained indefinitely."

John Ruskin. By Henry Carpenter. ["English Men of Letters," III.] London: Black, 1900.

"As the Italian [Englishman] Dante Gabriel Ros[s]etti has said, ..."

Deut. 3:4*b* [5].

Grote, the great historian of Greece (see his *History*, I, 204 [second edition]), ...

163. Such phrases as "*Continued*," "*To be continued*," etc., at the beginning and end of articles, chapters, etc., should be placed between brackets (and set in italics—see **63**):

[*Continued from p. 320*]

[*To be concluded*]

ELLIPSES—

164. Ellipses are used to indicate the omission of one or more words not essential to the idea which it is desired to convey. For an ellipsis at the beginning, in the middle, or at the end of a sentence four periods, separated by a space (en-quad), should ordinarily be used, except in very narrow measures. If the preceding line ends in a point, this should not be included in the four. Where a whole paragraph, or paragraphs, or, in poetry, a complete line, or lines, are omitted, insert a full line of periods, separated by em- or 2-em quads, according to the length of the line:

The point . . . . is that the same forces . . . . are still the undercurrents of every human life. . . . . We may never unravel the methods of the physical forces; . . . . but . . . .

I think it worth giving you these details, because it is a vague thing, though a perfectly true thing, to say that it was by his genius that Alexander conquered the eastern world.

. . . . . .

His army, you know, was a small one. To carry a vast number of men . . . .

. . . . he sought the lumberer's gang,
Where from a hundred lakes young rivers sprang;

. . . . . .

Through these green tents, by eldest nature drest,
He roamed, content alike with man and beast.

165. An ellipsis should be treated as a part of the citation;

consequently should be inclosed in the quotation marks (see above).

HYPHENS—

166. A hyphen is placed at the end of a line terminating with a syllable of a word, the remainder of which is carried to the next line (see section on "Divisions"); and between many compound words.

167. Hyphenate two or more words (except proper names forming a unity in themselves) combined into one adjective preceding a noun:

so-called Croesus, well-known author, first-class investment, better-trained teachers, high-school course, half-dead horse, never-ceasing strife, much-mooted question, joint-stock company, English-speaking peoples, nineteenth-century progress, white-rat serum, up-to-date machinery, four-year-old boy, house-to-house canvass, go-as-you-please fashion, deceased-wife's-sister bill; but: New Testament times, Old English spelling.

Where such words are set in capitals (e. g., in headlines), or where one of the components contains more than one word, an en-dash should be used in place of a hyphen:

FRANCO–PRUSSIAN WAR; New York–Chicago freight traffic.

But *do not* connect by a hyphen adjectives or participles with adverbs ending in "-ly;" nor such combinations as the above when following the noun, or qualifying a predicate:

highly developed species; a man well known in the neighborhood; the fly-leaf, so called; "Her gown and carriage were strictly up to date."

168. Hyphenate, as a rule, nouns formed by the combination of two nouns standing in objective relation to each other—that is, one of whose components is derived from a transitive verb:

mind-reader, story-teller, fool-killer, office-holder, well-wisher, evil-doer, property-owner; hero-worship, child-study; wood-turning, clay-modeling.

Exceptions are such common and brief compounds as—

lawgiver, taxpayer, proofreader, bookkeeper, stockholder.

169. A present participle united (1) with a noun to form a new noun with a meaning different from that which would be conveyed by the two words taken separately, (2) with a preposition used absolutely (i. e., not governing a following noun), to form a noun, should have a hyphen:

boarding-house, dining-hall, sleeping-room, dwelling-place, printing-office, walking-stick, starting-point, stepping-stone, stumbling-block, working-man; the putting-in or taking-out of a hyphen.

170. As a general rule, compounds of "book," "house," "mill," "room," "shop," and "work" should be printed as one compact word, without a hyphen, when the prefixed noun contains only one syllable, should be hyphenated when it contains two, and

should be printed as two separate words when it contains three or more:

handbook, schoolbook, notebook, textbook; pocket-book, story-book; reference book.

boathouse, clubhouse, schoolhouse, storehouse; engine-house, power-house; business house.

cornmill, handmill, sawmill, windmill; water-mill, paper-mill; chocolate mill.

bedroom, classroom, schoolroom, storeroom; lecture-room; recitation room.

tinshop, workshop; bucket-shop, tailor-shop; policy shop, blacksmith shop.

handwork, woodwork; metal-work; filigree work.

Exceptions are rare combinations, and such as for appearance' sake would better be separated:

source-book, wheat-mill, lunch-room, head-work, field-work.

171. Compounds of "maker," "dealer," and other words denoting occupation should ordinarily be hyphenated; likewise nouns denoting different occupations of the same individual:

harness-maker, book-dealer, job-printer (see **168**); a soldier-statesman, the poet-artist Rossetti.

Exceptions are a few short words of everyday occurrence:

bookmaker, dressmaker.

172. Compounds of "store" should be hyphenated when the prefix contains only one syllable; otherwise not:

drug-store, feed-store (but: bookstore); grocery store, dry-goods store.

173. Compounds of "fellow" are always hyphenated:

fellow-man, fellow-beings, play-fellow.

174. Compounds of "father," "mother," "brother," "sister," "daughter," "parent," and "foster" should be hyphenated:

father-love (but: fatherland), mother-tongue, brother-officer, sister-nation, foster-son, daughter-cells, parent-word.

175. Compounds of "great," indicating the fourth degree in a direct line of descent, call for a hyphen:

great-grandfather, great-grandson.

176. Compounds of "life" and "world" require a hyphen:

life-history, life-principle (but: lifetime), world-power, world-problem.

177. Compounds of "skin" with words of one syllable are to be printed as one word; with words of more than one, as two separate words:

calfskin, sheepskin; alligator skin.

178. Compounds of "master" should be hyphenated:

master-builder, master-stroke (exception: masterpiece).

179. Compounds of "god":

sun-god, rain-god.

180. "Half," "quarter," etc., combined with a noun should be followed by a hyphen:

half-truth, half-tone, half-year, half-title, quarter-mile.

181. "Semi," "demi," "bi," "tri," etc., do not ordinarily demand a hyphen:

semiannual, demigod, demiurge, biweekly, bipartisan, bichromate, bimetallist, trimonthly, tricolor, trifoliate.

Exceptions are long or unusual formations:

semi-centennial, demi-relievo.

182. Compounds of "self" are hyphenated:

self-evident, self-respect.

183. Combinations with "fold" are to be printed as one word, if the number contains only one syllable; if it contains more, as two:

twofold, tenfold; fifteen fold, a hundred fold.

184. Adjectives formed by the suffixation of "like" to a noun are usually printed as one word if the noun contains only one syllable (except when ending in *l*); if it contains more (or is a proper noun), they should be hyphenated:

childlike, homelike, warlike, godlike; eel-like, bell-like; woman-like, business-like; American-like (but: Christlike).

185. "Vice," "ex-," "elect," "general," and "lieutenant," constituting parts of titles, should be connected with the chief noun by a hyphen:

Vice-Consul Taylor, ex-President Cleveland, the governor-elect, the postmaster-general, a lieutenant-colonel.

186. Compounds of "by-" should be hyphenated:

by-product, by-laws.

187. The prefixes "co-," "pre-," and "re-," when followed by the same vowel as that in which they terminate,

take a hyphen; but, as a rule, they do not when followed by a different vowel, or by a consonant:

co-operation, pre-empted, re-enter; but: coequal, coeducation, prearranged, reinstal; cohabitation, prehistoric, recast (re-read).

NOTE.—The *Botanical Gazette* prints: cooperate, reenter, etc.

Exceptions are combinations with proper names, long or unusual formations, and words in which the omission of the hyphen would convey a meaning different from that intended:

Pre-Raphaelite, re-Tammanize; re-postpone, re-pulverization; re-formation (as distinguished from reformation), re-cover (=cover again), re-creation.

188. The negative particles "un-," "in-," and "a-" do not usually require a hyphen:

unmanly, undemocratic, inanimate, indeterminate, illimitable, impersonal, asymmetrical.

Exceptions would be rare and artificial combinations. The particle "non-," on the contrary, ordinarily calls for a hyphen, except in the commonest words:

non-aesthetic, non-subservient, non-contagious, non-ability, non-interference, non-unionist, non-membership; but: nonage, nondescript, nonessential, nonplus, nonsense, noncombatant.

189. "Quasi" prefixed to a noun or an adjective requires a hyphen:

quasi-corporation, quasi-historical.

190. "Over" and "under" prefixed to a word should not be followed by a hyphen, except in rare cases (lengthy words, etc.):

overbold, overemphasize, overweight, underfed, underestimate, undersecretary; but: over-soul, under-man, over-spiritualistic.

191. The Latin prepositions "ante," "anti," "inter," "intra," "post," "sub," and "super" prefixed to a word do not ordinarily require a hyphen:

antedate, antechamber, antediluvian, antidote, antiseptic (but: anti-imperialistic—cf. **187**), international, interstate, intramural (but: intra-atomic), postscript, postgraduate, subtitle, subconscious, superfine.

Exceptions are such formations as—

ante-bellum, ante-Nicene, anti-Semitic, inter-university, post-revolutionary.

192. "Extra," "infra," "supra," and "ultra" as a rule call for a hyphen:

extra-hazardous, infra-mundane, supra-temporal, ultra-conservative (but: Ultramontane).

193. In fractional numbers, spelled out, connect by a hyphen the numerator and the denominator, unless either already contains a hyphen:

"The year is two-thirds gone;" four and five-sevenths; thirty-hundredths; but: thirty-one hundredths.

But *do not* hyphenate in such cases as—

"One half of his fortune he bequeathed to his widow; the other, to charitable institutions."

194. In the case of two or more compound words occurring together, which have one of their component elements in common, this element is frequently omitted from all but the last word, and its implication should be indicated by a hyphen:

in English- and German-speaking countries; one-, five-, and ten-cent pieces; "If the student thinks to find this character where many a literary critic is searching—in fifth- and tenth-century Europe—he must not look outside of manuscript tradition."

NOTE.—Some writers regard this hyphen as an objectionable Teutonism.

195. A hyphen is used to indicate a prefix or a suffix, as a particle or syllable, not complete in itself:

"The prefix *a-*;" "The German diminutive suffixes *-chen* and *-lein*."

196. A hyphen is employed to indicate the syllables of a word:

di-a-gram, pho-tog-ra-phy.

197. Following is a list of forty words of everyday occurrence which should be hyphenated, and which do not fall under any of the above classifications:

after-years	cross-section	man-of-war	subject-matter
bas-relief	field-work	object-lesson	terra-cotta
bee-line	folk-song	page-proof	thought-process
bill-of-fare	food-stuff	pay-roll	title-page
birth-rate	fountain-head	poor-law	trade-union
blood-feud	good-will	post-office	view-point
blood-relations	high-priest	price-list	wave-length
common-sense	horse-power	sea-level	well-being
cross-examine	ice-cream	sense-perception	well-nigh
cross-reference	ill-health	son-in-law	will-power

DIVISIONS

198. Avoid all unnecessary divisions of words. Wherever consistent with good spacing, carry the whole word over into the next line.

199. Do not, in wide measures (20 ems or more), divide on a syllable of two letters, if possible to avoid it. Good spacing, however, is always paramount. Words of four letters—like *on-ly*—should never be divided; words of five or six—like *oc-cur*, *of-fice*, *let-ter*, *rare-ly*—rarely.

200. Never let more than two consecutive lines terminate in a hyphen, if at all avoidable. The next to the last line in a paragraph ought not to end in a divided word; and the last line (the "breakline") should, in measures of 15 ems and up, contain at least four letters. Similarly, avoid a broken word at the bottom of a right-hand (recto) page.

201. Do not divide proper nouns, especially names of persons, unless absolutely necessary.

202. Do not separate (i. e., put in different lines) the initials of a name, nor such combinations as A. D., P. M., etc.

203. Avoid the separation of a divisional mark (e. g., (*a*) or (1), in the middle of a sentence, from the section which it precedes.

204. Divide according to pronunciation (the American system), not according to derivation (the English system):

democ-racy, not: *demo-cracy; knowl-edge*, not: *know-ledge; aurif-erous*, not: *auri-ferous; antip-odes* (still better: *antipodes*—see **207**), not: *anti-podes.*

205. However, divide on etymological lines, or according to derivation and meaning, as far as compatible with pronunciation and good spacing:

dis-pleasure is better than *displeas-ure; school-master*, than *schoolmas-ter.*

Shun such monstrosities as—

Passo-ver, diso-bedience, une-ven, disa-bled.

206. Do not terminate a line in a soft *c* or *g*, or in a *j*. Escape the division entirely, if possible; if not possible, divide:

pro-cess, not: *proc-ess; spa-cing*, not: *spac-ing* (the rule being that in present participles the *-ing* should be carried over); *pro-geny*, not: *prog-eny; pre-judice*, not: *prej-udice.*

207. Divide on a vowel wherever practicable. In case a vowel alone forms a syllable in the middle of a word, run it into the first line; thus print:

sepa-rate, not: *sep-arate; particu-lar*, not: *partic-ular; criti-cism*, not: *crit-icism.*

Exceptions are words in *-able* and *-ible*, which should carry the vowel over into the next line:

read-able, not: *reada-ble; convert-ible*, not: *converti-ble.*

208. In hyphenated nouns and adjectives avoid additional hyphens:

object-lesson, not: *object-les-son; fellow-being*, not: *fel-low-being; poverty-stricken*, not: *pov-erty-stricken*, much less: *pover-ty-stricken.*

209. A coalition of two vowel-sounds into one (i. e., a diphthong) should be treated as one letter. Therefore do not divide, if there is any escape:

peo-ple (either syllable makes a bad division), *Cae-sar* (cf. **201**), *ail-ing.*

210. In derivatives from words ending in *t*, the *t*, in divisions, should be carried into the next line with the suffix if the accent has been shifted; if the derivative has retained the accent of the parent-word, the *t* should be be left in the first line:

objec-tive (from *ob'ject); defect-ive* (from *defect'*).

211. The addition of a plural *s*, adding a new syllable to words ending in an *s*-sound, does not create a new excuse for dividing such words:

hor-ses and *circumstan-ces* are impossible divisions.

212. Adjectives in *-ical* should be divided on the *i:*

physi-cal, not: *phys-ical* or *physic-al.*

213. Do not divide *noth-ing.*

FOOTNOTES

214. For reference indices, as a rule, use superior figures. Only in special cases should asterisks, daggers, etc., be employed; for instance, in tabular or algebraic matter, where figures would be likely to cause confusion. Index figures in the text should be placed after the punctuation marks:

. . . . the niceties of style which were then invading Attic prose,[1] and which made . . . .

[1] In particular the avoidance of hiatus.

$F = y^2 + y^3$;*

* Schenk's equation.

When figures are not used, the sequence of indices should be:

* ("asterisk" or "star"), † ("dagger"), ‡ ("double dagger"), § ("section mark"), ‖ ("parallels"), ¶ ("paragraph mark").

215. Where references to the same work follow each other closely and uninterruptedly, use *ibid.* instead of repeating the title. This *ibid.* takes the place of as much of the previous reference as is repeated. *Ibid.* should, however, not ordinarily be used for the first footnote on a verso (left-hand) page; it is better usage either to repeat the title, if short, or to use *loc. cit.* or *op. cit.*:

[1] Spencer, *Principles of Sociology*, chap. 4.

[2] *Ibid.*

[3] *Ibid.*, chap. 5.

[1] Spencer, *loc. cit.*

216. If the author's name is given in the text in connection with a reference to, or a quotation from, his work, it should not be repeated in the footnote:

. . . . This theory is questioned by Herbert, as follows: "I cannot admit . . . ."[1]

[1] *Laws of the Ancients*, I, 153.

217. It is better to place the index figure in the text after the quotation than before it (see illustration above).

218. Ordinarily, omit "Vol.," "chap.," and "p." in references to particular passages. Use Roman numerals (capitals) for Volume, Book, Part, and Division; Roman numerals (lower-case) for chapter and pages of introductory matter (Preface, etc.); and Arabic numerals for number (*Heft*) and text pages. Only when confusion would be liable to arise, or in exceptional cases, use "Vol.," etc., in connection with the numerals:

[1] Miller, *The French Revolution* (2d ed.; London: Abrahams, 1888), II, Part IV, iii.

[2] S. I. Curtiss, "The Place of Sacrifice among Primitive Semites," *Biblical World*, XXI (1903), 248 ff.

[3] "Structural Details in Green Mountain Region," *Bulletin 195*, U. S. Geological Survey.

219. The date of publication in a reference to a periodical should immediately follow the volume number, and be put in parentheses (see above illustration).

220. In work set on the linotype machine footnotes should be numbered consecutively through an article, or by

chapters in a book, to save resetting in case of change (see "Hints to Authors and Editors," note under "Footnotes," p. 96).

NOTE.—Exceptions to these rules are footnotes in the *Botanical Gazette*, the *Astrophysical Journal*, and *Classical Philology* and the *Classical Journal*, which have adopted the following styles:

Botanical Gazette—

[1] LIVINGSTON, B. E., (1) On the nature of the stimulus which causes the change in form of polymorphic green algae. BOT. GAZ. 30:289–317. 1900.

———, (2) Further notes on the physiology of polymorphism in the green algae. BOT. GAZ. 32:292–302. 1901.

[2] CASTLE, W. E., The heredity of sex. Bull. Mus. Comp. Zool. 40:187–218. 1903.

Astrophysical Journal—

[1] "Revision of Wolf's Sun-Spot Relative Numbers," *Monthly Weather Review*, 30, 171, 1902.

[2] *Astrophysical Journal*, 10, 333, 1899.

[3] Wolf, *Astronomische Mittheilungen*, No. 12, 1861.

Classical Philology and *Classical Journal*—

[1] Gilbert *Greek Constitutional Antiquities*, p. 199.

[2] G. L. Hendrickson "Origin and Meaning of the Ancient Characters of Style," *Am. Jour. Phil.* XXV (1905), pp. 250–75.

[3] Cicero *De officiis* i. 133–36, 140.

Biblical World, *Botanical Gazette*, *Elementary School Teacher*, *Journal of Political Economy*, *Journal of Semitic Languages and Literatures*, *Journal of Sociology*, and *Journal of Theology* number their footnotes consecutively throughout an article; *Astrophysical Journal*, *Classical Journal*, *Classical Philology*, *Journal of Geology*, *Modern Philology*, and *School Review*, from 1 up on each page.

TABULAR WORK

221. In 11-pt. and 10-pt. matter open (unruled) tables should ordinarily be set in 9-pt. leaded; ruled, in 8-pt. solid. In 9-pt. matter both open and ruled tables should be set in 8-pt. solid. In 8-pt. matter open tables should be set in 6-pt. leaded; ruled, in 6-pt. solid. In 6-pt. matter both open and ruled tables should be set in 6-pt. solid.

222. Captions for the columns of open tables and box-heads for ruled tables should ordinarily be set in 6-pt. In ruled tables with box-heads of several stories, the upper story—primary heads—should be set in caps and small caps; the lower—secondary—in caps and lower-case. Wherever small caps are used in box-heads, the "stub" (i. e., first column) head should, as a rule, also be set in caps and small caps.

223. In ruled tables there should be at least two leads' space between the horizontal rules and the matter inclosed, and, if practicable, at least the equivalent of an en-quad, of the type in which the body of the table is set, between the perpendicular rules and the matter inclosed.

224. In open tables set by hand, periods, one em apart and aligned, should be used between the columns; when set on the linotype machine, use regular

leaders. In ruled tables, in the "stub," leaders should usually be employed, if there is room. (A *leader* is a piece of type, having dots ["period leader"] or short lines ["hyphen leader"] upon its face, used in tables, indexes, etc., to *lead* the eye across a space to the right word or number.)

225. In columns of figures, for blanks use leaders the width of the largest number in the column; that is, for four digits use a 2-em leader, etc. (each em containing two dots; in no case, however, should less than two dots be used). Center the figures in the column; if they cannot be put in the exact center, and there is an unequal number of digits in the groups, leave more space on the right than on the left.

226. When there is reading-matter in the columns of a ruled table, it should be centered, if possible; if any line runs over, use hanging indention, and align all on the left.

227. All tables, and the individual columns in tables, should be set to even picas, or nonpareils, if practicable.

228. Double rules should be used at the top of all tables, but perpendicularly, as a usual thing, only when a table is doubled up on itself.

229. Tables of two columns only should be set as open; of three or more, as ruled.

230. "Table I," etc., in headlines of tables should ordinarily be set in caps of the type in which the body of the table is set; the following—descriptive—line, if any, in caps and small caps of the same type. A single (descriptive) headline, not preceded by the number of the table, may be set in straight small caps of the type of the text in which the table is inserted.

231. Specimen tables for illustration:

TABLE I

SERIES OF HEADS OF BANDS IN THE SPECTRUM OF BARIUM FLUORIDE

Series	*A*	*B*	*C*
1	20111.0	−0.4302	9.034
2	20197.8	−0.441	7.06
3	19842.7	−0.4362	13.522
4	19711.7	−0.35765	16.715
5	19416.2	−0.3932	10.618
6	19531.9	−0.479	7.19

TABLE II—*Continued*

SERIES C			SERIES C		
m	*N* obs.	*N* calc.	*m*	*N* obs.	*N* calc.
0	17094.8	17095.0	6	17124.6	17124.7
1	100.6	100.8	7	128.3	128.4
2	106.4	106.3	8	131.7	131.7
3	112.2	111.4	9	134.6	134.7
4	116.5	116.2	10	137.3	137.4
5	120.8	120.6			

TABLE SHOWING DISTRIBUTION OF EMPLOYEES

States	No. of Factories	Number of Employees				
		Men	Women	Boys	Girls	Total
Illinois	527	12,306	809	115	23	13,253
Wisconsin	117	4,075	618	79	5	4,777
Minnesota	245	6,714	338	35	..	7,087
Michigan	203	5,923	414	...	..	6,337
Indiana	370	8,451	511	26	6	8,994
Total	1,462	37,469	2,690	155	34	40,448

	Wedge				
	0	5	10	15	
	cm.	cm.	cm.	cm.	
Settings	143.1	145.5	158.3	187.1	Diaph. I over s_2.
	142.4	144.3	160.9	186.9	Diaph. 0.29 cm. over wedge.
	143.0	143.8	159.6	184.8	Reading of pointer, with meter-stick touching s_2 and screen 163.66 cm.
	142.2	144.9	159.3	186.2	
		144.2			
	142.68	144.54	159.52	186.25	

TABLE V

Element	No. of Lines
Ca	6
Fe	11
Cr	9
V	11
Al	2
Sr	1
Mn	3 } ?
Ti	2 }

TECHNICAL TERMS

EXPLANATION OF TECHNICAL TERMS

The Point System—

232. The *point* is the underlying unit of all typographical measures.

233. The standard of measurement is the *pica*. A pica is twelve points (one-sixth of an inch).

This line is set in 12-pt. (*pica*).
This line is set in 11-pt. (*small pica*).
This line is set in 10-pt. (*long primer*).
This line is set in 9-pt. (*bourgeois*).
This line is set in 8-pt. (*brevier*).
This line is set in 7-pt. (*minion*).
This line is set in 6-pt. (*nonpareil*).
This line is set in 5-pt. (*pearl*).

The sizes larger or smaller than these are seldom used in book composition.

Styles of Type—

234. Ordinary type is called *roman*. To "roman-quote" is to put in roman type between quotation marks.

This line is set in roman.

235. Type with a sloping face is called *italic* or *italics*. Italic is indicated in manuscripts by a straight line under the word or words (see p. 106).

This line is set in italics.

236. Type with a heavy black face is called *bold-face.* Bold-face is indicated by a wave-line (see p. 106).

This line is set in bold-face.

237. The body of a type is called the *shank;* the upper surface, bearing the character, the *face;* the part of the face projecting beyond the shank, the *kern;* the part of the shank projecting beyond the face, the *shoulder.*

238. A *font,* or complete assortment of a given size, of type includes *large capitals* ("*caps*"), *small capitals* ("*small caps*"), and *lower-case* letters (so called from being placed in the lower half of the printer's case). Caps are indicated by three straight lines; small caps, by two (see p. 106).

THESE ARE CAPS OF 9-PT. ROMAN.

THESE ARE SMALL CAPS OF 9-PT. ROMAN.

These are lower-case of 9-pt. roman.

SPACING—

239. An *em, em-quad,* or simply *quad* (=quadrat) is a block of type the top of which forms a perfect square. A 12-pt. quad is thus a piece of metal one-sixth of an inch square at the ends. The term *em* is also used of the size of such a square in any given size of type as a unit of measurement. "Indent 8-pt. 2 ems" thus means that the line should be indented 16 points. An *em-dash* is a dash the width of an em.

240. *Two-* and *three-em quads* are multiples of the above, cast in one block of type-metal. *Two-* and *three-em dashes* are dashes the width of 2- and 3-em quads, respectively.

241. An *en-quad* is half the size of an em-quad in width. Thus an 8-pt. en-quad is 4 points wide (thick) and 8 points long (deep). An en-dash is a dash the width of an en-quad.

242. A *three-em space* is one-third of an em in thickness. This is also called a *thick space*, and is the standard space used to separate words.

243. A *four-em space* is one-fourth of an em; a *five-em space* is one-fifth of an em. Four- and 5-em spaces are also called *thin spaces.*

244. A *hair-space* is any space thinner than a 5-em.

This line is spaced with em-quads.
This line is spaced with en-quads.
This line is spaced with 3-em spaces.
This line is spaced with 4-em spaces.
This line is spaced with 5-em spaces.
The letters in this word are hair-spaced: America.
This is a 3-em dash: ———
This is a 2-em dash: ——
This is an em-dash: —
This is an en-dash: –

245. Space evenly. A standard line should have a 3-em space between all words not separated by other punctuation points than commas, and after commas;

an en-quad after semicolons, and colons followed by a lower-case letter; two 3-em spaces after colons followed by a capital; an em-quad after periods, and exclamation and interrogation points, concluding a sentence. If necessary to reduce, begin with commas, and letters of slanting form—i. e., with a large "shoulder" on the side adjoining the space; if necessary to increase, begin with overlapping letters—i. e., with "kerns" protruding on the side adjoining the space—straight-up-and-down letters, and points other than periods and commas (in this order). In a well-spaced line, with a 3-em space between a majority of the words, there should not be more than an en-quad between the rest; this proportion should be maintained in increasing or reducing. To *justify* a line is to adjust it, making it even or true, by proper spacing.

246. Do not follow an exceptionally thin-spaced line with an exceptionally wide-spaced one, or vice versâ, if at all avoidable.

247. Never hair-space, or em-quad, a line to avoid a run-over.

248. Do not space out the last line of a paragraph allowing of an em's or more indention at the end.

249. Short words, like "a," "an," etc., should have the same space on each side.

250. Use a thin space after §, ¶, and similar signs; before "f.," "ff.," and the metric symbols; and between "A. M.," "P. M.," "A. D.," "B. C.," "i. e.," "e. g.":

"§ 14. Be it further ordained . . . . ;" pp. 10 ff.; 16 cm.; 1906 A. D.

251. In American and English sums of money no space is used between $ and £ (pounds), a hair-space between *s.* (shillings) and *d.* (pence), and the numerals:

$2.75; £10 3*s.* 2*d.*

252. After Arabic numerals at the beginning of lines, denoting subsections, there should be an en-quad; after Roman numerals, two 3-em spaces. After Roman numerals in cap, cap-and-small-cap, or small-cap center-heads there should be an em-quad. Small-cap headings should have an en-quad, cap-and-small-cap and cap headings, two 3-em spaces, between the words.

253. Scripture passages should be spaced thus:

II Cor. 1:16–20; 2:5—3:12.

254. In formulae, and elsewhere, put a thin space on each side of mathematical signs. Between letters forming products, and before superior figures indicating powers, ordinarily no space should be used:

$\mu_x^2 = \Sigma m^2(v^2z^2 - 2\,vwyz + 2\,w^2y^2)$.

INDENTATION (PRINTER'S TERM: INDENTION)—

255. In measures of less than 10 picas' width, indent all sizes 1 em. In measures of from 10 to 20, indent 11-pt. 1 em; 10-pt., 1¼; 9-pt., 1⅓; 8-pt., 1½; 6-pt., 2. In measures of from 20 to 30, indent 11-pt. 1⅓ ems; 10-pt., 1½; 9-pt., 1⅔; 8-pt., 2; 6-pt., 2½. This is for plain paragraphs. In hanging indentions, in measures of less than 10 picas, indent all sizes 1 em; from 10 to 20, 11-pt., 10-pt., 9-pt., and 8-pt., 1½ ems; 6-pt., 2 ems; from 20 to 30, 11-pt., 10-pt., 9-pt., and 8-pt., 2 ems; 6-pt., 3 ems.

256. In poetry, center the longest line and let the indention be governed by that; unless the longest line is of disproportionate length, in which case an average of the long lines should be struck, the idea being to give the whole a centered appearance. Where quotations from different poems, following each other in close succession, vary but slightly in length of verse lines, it is better to indent all alike.

Indent according to rhymes and length of lines. In blank verse, where the lines are approximately of the same length, they should be aligned. If consecutive lines rhyme, they should likewise, as a rule, be aligned. If the rhymes alternate, or follow at certain intervals, indent the rhyming lines alike; that is, if, e. g., lines 1 and 3, and 2 and 4, rhyme, set the former flush in the measure previously determined

by the longest line, and indent the latter (usually one em); follow this scheme in any similar arrangement. If any line is disproportionately short—that is, contains a smaller number of feet—indent it more:

> And blessed are the horny hands of toil!
> The busy world shoves angrily aside
> The man who stands with arms akimbo set,
> Until occasion tells him what to do.

> I laugh at the lore and the pride of man,
> At the sophist schools and the learned clan;
> For what are they all, in their high conceit,
> When man in the bush with God may meet?

> So nigh is grandeur to our dust,
> So near is God to man,
> When Duty whispers low, "Thou must,"
> The youth replies, "I can."

> Not lightly fall
> Beyond recall
> The written scrolls a breath can float;
> The crowning fact,
> The kingliest act
> Of Freedom is the freeman's vote!

257. In ordinary reading-matter "plain paragraphs" are always preferable. Where it is desired to bring into relief the opening word or words of a paragraph, or the number introducing such paragraph, or where a center-head makes more than two lines, "hanging indention" is often employed (see **265**).

LEADS—

258. A *lead* is a strip of metal used to separate lines of type. The ordinary (standard) lead is 2 points thick. Matter with leads between the lines is called *leaded;* without, *solid.*

This book throughout is set leaded. Only this paragraph, for illustration, and the Index, are set solid. Nearly all books are leaded.

259. A *slug* is a strip of metal, thicker than a lead, used in the make-up of printed matter into pages, to be inserted after headlines, etc. The two standard sizes are 6 and 12 points thick, respectively (a *nonpareil* and a *pica*).

HEADS OR HEADINGS—

260. A *center-head* is a headline placed at equal distances from both margins of the page or column. Center-heads are usually set in caps or small caps. This is a center-head:

SEC. VII. THE PRINCIPLES OF SOCIOLOGY

When such center-head makes more than two lines, either the (inverted) "pyramid" form or "hanging indention" is employed:

ART EDUCATION FOR THE AMERICAN PEOPLE, AS SHOWN AT THE LOUISIANA PURCHASE EXPOSITION IN THE NORMAL SCHOOLS, ART SCHOOLS, AND ART HANDICRAFT

ART EDUCATION FOR THE AMERICAN PEOPLE, AS SHOWN AT THE LOUISIANA PURCHASE EXPOSITION IN THE NORMAL SCHOOLS, ART SCHOOLS, AND ART HANDICRAFT

261. A *side-head* is a headline placed at the side of the page or column. It may either be set in a separate line, in which case it is usually set *flush*—that is, in alignment with the margin of the type-page; or *run in*—that is, run together in a continuous line with the paragraph to which it belongs. The latter is the more common form. Side-heads are most frequently set in italics; sometimes in caps and small caps or in bold-face (see **156**):

Side-head—
A side-head is a headline . . . .

Side-head.—A side-head is . . . .

SIDE-HEAD.—A side-head is . . . .

Side-head—
A side-head is . . . .

262. A *cut-in head* is a head placed in a box cut into the side of the type-page, usually set in different type, and as a rule placed under the first two lines of the text:

In making inquiry, therefore, into the value of fraternity life among the children, it is necessary to test it entirely in accordance with its power to contribute to the welfare of the school as a social whole. The school, being a social organization, has a right to demand that every individual contribute the best that is in him to the good of all. In making this contribution, it

Group Influence

263. A *box-head* is a head for a column in a ruled table (see **231**).

264. A *running-head* is a headline placed at the top of each page of a book, etc., usually giving the main title of the work on the left-hand (*verso*) page, and the title of the chapter, or other subdivision, on the right-hand (*recto*) page. A good working rule for running-heads is to set them in—roman or italic—capitals two sizes (points) smaller than the type of the text.

PARAGRAPHS—

265. Two kinds of paragraphs are distinguished—*plain* and *hanging*. A *plain* (or *regular*) *paragraph* has the first line indented, and the others set flush. A *hanging paragraph* ("*hanging indention*") has the first line set flush, and the others indented:

Human Nature and the Social Order. By CHARLES HORTON COOLEY. New York: Charles Scribner's Sons, 1902. Pp. viii+404.

In terms of his own thesis Dr. Cooley has transformed the social materials of his times into a personal product; his mind has reorganized and reproduced the suggested

PROOFS—

266. A *galley-proof* is an impression of the type contained in a long, shallow receptacle of metal, known as a *galley*, into which the compositor empties the material as he sets it line by line from the manuscript.

267. A *page-proof* is an impression of the type material made up into page-form.

268. A *plate-proof* or *foundry-proof* is a proof taken of the type-page immediately before an electrotype cast is made of it. This proof has a black border around the pages, made by ink from the metal frame used to hold the type in place while the cast is being made. Most publications nowadays are printed from such plates, and not directly from the type.

269. A *foul proof* is a galley-proof containing author's corrections.

270. A *revise* is a new proof of type corrected from a marked proof.

MAKE-UP—

271. The arranging into page-form of type-lines is called the *make-up.*

272. A *folio* is a page-number. Even numbers are placed on the verso; odd, on the recto. A *drop-folio* is a page-number placed at the bottom of a page.

273. A *half-title,* or *bastard title,* is the abbreviated title of a book placed on a separate page preceding the full title-page, or the title of a part, chapter, etc., preceding such part or chapter on a separate page in the body of the book.

TYPESETTING MACHINES—

274. The *linotype*—named *Mergenthaler* after its inventor—is a composing-machine on which, by touching

a keyboard, the matrices from which the characters are cast arrange themselves automatically in lines in a receptacle, which then is brought in contact, on the same machine, with molten type-metal, through a mechanical device which liberates and arranges in order on a galley the stereotyped strips, each consisting of a line of type.

275. The *monotype*—named *Lanston* after the patentee—is a composing-machine on which, by touching a keyboard, perforations are made in strips of paper, which then are transferred to a second machine, where the matrices to which the perforations correspond are brought in contact with molten type-metal, each character being cast separately and arranged automatically on a galley in justified lines.

APPENDIX

HINTS TO AUTHORS AND EDITORS

PREPARATION OF MANUSCRIPTS—

Manuscripts should be either typewritten or in a perfectly clear handwriting. The former is preferable.

The sheets should be of uniform size; 9″×11″ is a desirable size.

Only one side of the paper should be used.

Never roll manuscripts; place them flatly in a box or an envelope.

The sheets should not be fastened together except by pins or clips, which can be easily removed.

When one piece of a page is to be fastened to another, use mucilage, not pins. Pins are liable to become unfastened, and the slips lost or misplaced.

Liberal margins should be left at the top and left-hand side of the sheets. This space will be needed by the reader or printer for directions.

The pages should be numbered consecutively. Inserted and omitted pages should be clearly indicated. Thus, sheets to be inserted after p. 4 should be marked "4A," "4B," etc.; sheets omitted between p. 4 and p. 8 should be indicated by numbering p. 4, "4–7."

Additions to original pages should be placed after the sheets to which they belong, and should be marked "Insert A," "Insert B," etc. The places where they are

to be inserted should be indicated by writing "Here insert A," etc., on the margin of the original pages.

PARAGRAPHS—

Paragraphs should be plainly indicated, either by indenting the first line or by a ¶ mark.

FOOTNOTES—

Footnotes should be clearly designated, either by separating them from the text by running a line across the page, or by using ink of different color. Some writers make a perpendicular fold in the paper, using two-thirds of the space for the text and one-third for the notes.

The word in the text carrying the note should be followed by a superior figure corresponding to that preceding the note.

Footnotes should never be run into the text in manuscripts, whether in parentheses or otherwise.

NOTE.—It is important to remember that in matter set on the linotype machine the slightest change necessitates the resetting of the whole line. Since it is impossible to foresee how the notes will happen to come out in the make-up, it is impracticable to number them from 1 up on each page. The best way is to number them consecutively throughout an article, or by chapters in a book; bearing in mind, however, the very essential point that *the change, by omission or addition, of one single number involves the resetting of the whole first line of each succeeding note to the end of the series.*

This difficulty is not met with in matter set on the monotype machine or by hand, where the change of a number amounts simply to substituting one figure for another.

PROPER NAMES, ETC.—

Proper names, foreign words, and figures should, in handwritten manuscript, be written with the utmost care and distinctness.

TITLE-PAGES, ETC.—

Copy for title-pages, prefaces, tables of contents, etc., should be submitted with the manuscript. Copy for indices should be compiled from the special set of page-proofs furnished for this purpose, and promptly delivered to the printers. Unnecessary delay is often caused by postponing these details till the last minute.

READING OF PROOFS—

Read and return your proofs promptly.

In marking proof-sheets, use the standard proofreaders' marks (see p. 106). Do not adopt a system of your own, which, however plain it may seem to you, is liable to appear less so to the compositor.

Be careful to answer all queries in the proofs. Delays and errors often result from not attending to them.

Remember that changes in the type cost money. The omission or addition of a word in the middle of a paragraph may necessitate resetting the whole of this from that point on; and if such alteration is made in the page-proof, it may further involve repaging the entire article or chapter. Make your manuscript as perfect as possible before delivering it to the printer. Any necessary alterations should be made in the galley-proof, as each succeed-

ing stage will add to the cost. Corrections in plates should be studiously avoided. Not only are they expensive, but they are apt to injure the plates.

The original manuscript should in each instance be returned with the galley-proof, in order that the proof-reader may refer to it, should any question arise; and each successive set of proofs returned should be accompanied by the previous marked set. This will assist in calculating the cost of alterations properly chargeable to you.

HINTS TO PROOFREADERS

Read everything as if you yourself were the author, and your reputation and fortune depended upon its accuracy.

Be particularly careful about proper names and figures. If the copy is not perfectly clear, or if you have reason to doubt its correctness, look it up, or query it to the author.

In asking questions of authors or editors, make your point clear. A simple query is often not enough to draw attention to the particular point you have in mind. Queries in the manuscript should be transferred to the proof, or attention should be directed in the manuscript to the proof.

Be discreet about your queries. Don't stultify yourself and discredit the office by asking foolish questions on the proof. The author will be thankful for any sensible suggestion you may make, but will resent trivial criticisms. About many matters in this world, grammar and logic included, there is abundant room for differences of opinion. Grant writers the privilege of preferring theirs to yours.

Make a study of the "personal equation" in the case of those individuals (editors and others) with whom you as a proofreader will constantly have to deal. One person may expect of you as a matter of course what another might regard as an unwarranted interference.

Never hesitate to correct anything that is palpably wrong, however positively the copy may assert the contrary. Remember that the blame for the error will eventually be laid at your door—and justly.

Do not follow copy blindly, unreasoningly. Proofreading machines are yet to be invented. Follow copy only when, and as far as, it is correct. Whether or not it is correct, you are the judge.

Do not excuse yourself by saying, "I thought the copy was edited;" or, "I thought the author knew what he wanted." Editors are fallible, and should be made to live up to their own rules. And as for authors, typographically they very often do not know what they want until they see it in type—and not always then.

Do not ask authors or editors to decide questions of style. The *Manual of Style* is primarily meant for you. Learn its rules by heart, so that you may correct any violation of them you may come upon, without asking questions. Stand on your own feet. In case the copy is not prepared, you ought to be capable of doing the preparing yourself.

Do not fall into the fallacy that the author's or editor's O. K. relieves you of all or any part of your responsibility. Authors and editors depend on the proofreader to see to it that the typographical requirements have been met, and that the adopted style has been adhered to, and affix their signatures only on that supposition.

Do not shield yourself behind your copyholder. The

copyholder is there to assist you, not to tell you how to do things. If you think you have cause to suspect her version of a matter, investigate for yourself.

Do not read to your copyholder. She is supposed to read to you. A copyholder may or may not be experienced and trustworthy enough to control the situation; but that is not what she is paid for. Besides, your mind will be freer to attend to your own part of the work, if you attempt to do only one thing at a time.

Do not suggest from your proof a word or phrase which the copyholder has difficulty in making out from the manuscript. Let her work out her own salvation. If she cannot, remember that you are the arbiter, and not the compositor.

Let your copyholder do your revising, except in difficult cases. She likes to, and can do it. Your own time is too valuable—or ought to be.

If memoranda or verbal instructions are given you bearing upon any particular piece of work you may have in hand, you will be expected to see to it that such directions are adhered to without any further reminder.

If work, for whatever reason, is accumulating upon your table faster than you can attend to it, or if you find that you cannot single-handed get out a piece of work at the time promised, notify the one in charge—and notify him in time.

Do not permit yourself to be stampeded. Cultivate speed, but remember that accuracy is even more impor-

tant. Do things right. If the necessary time is not given you, take it—within reasonable limits. The credit accruing to you from detecting an important error at the last moment is likely to outlast the displeasure at your lack of dispatch.

In unavoidable cases of "rush," where conditions and orders are imperative, protect yourself by letting it be understood that you have done your best in the time allotted you, but must disclaim any further responsibility.

Whoever has the final revision for press of a journal or a book should see to it that everything is complete, and that all the preliminary matter—title, copyright, contents, etc.—is there.

Contents of journals should be made up at the time the first page-proofs are read.

Put your initial at the top of every galley you read or revise. This will save time in tracing proofs, and insure the giving of credit where it belongs.

HINTS TO COPYHOLDERS

Cultivate a low, soft, clear reading-voice. Do not imagine that it is necessary for everyone in the room to hear you.

Remember that, from the proofreader's point of view, the small words are as essential as the big ones. Get them all in—and get them in right.

Enunciate your plural *s*'s distinctly.

Do not get offended when your reader asks you to repeat, or to look at the copy for himself. He intends no aspersion on your personal integrity.

Regulate and equalize your speed. Do not race at a break-neck pace through typewritten copy, while you thread your path fumblingly through the mazes of manuscript.

Do not keep guessing at a word. Look at it closely, consider the context, and do not speak it until you have made it out—or at least made the very best guess of which you are capable.

Sit at right angles to your reader, if possible. He hears you better, and you can watch his hand better, if you do.

Give your reader a chance to make his corrections. Slow up the moment he puts his pencil to the paper. This will save you going over the same ground twice.

Evolve your own system of signals. Do not, for

instance, waste time by saying "in italics" for every word or letter so treated. Instead, raise your voice, or tap the table with your pencil once for each word, or both. Such a code need not be intelligible to others than yourself and your reader.

Do not waste time over matters of style. The proof-reader is supposed to know the rules without your telling him; for instance, what titles are to be set in italics, and what roman-quoted.

Be careful in transferring marks. A mark in the wrong place means two errors uncorrected in place of one corrected.

In sending out proofs, see that everything is there. Arrange the copy and proof-sheets neatly and consecutively.

When sending out proofs, consult the job ticket for the number wanted, and the name and address of the person to whom they are to be sent. If no number is mentioned, send two; if no address is given, send to the editor (or the person regularly receiving them).

Unless otherwise directed, as soon as you have an article completed, send it out. Don't wait until you have "a whole lot."

The manuscript should accompany the galley-proof; the foul proof (author's marked galley-proof) should accompany the page-proof. In case no galley-proof has been sent, the manuscript should accompany the page-proof.

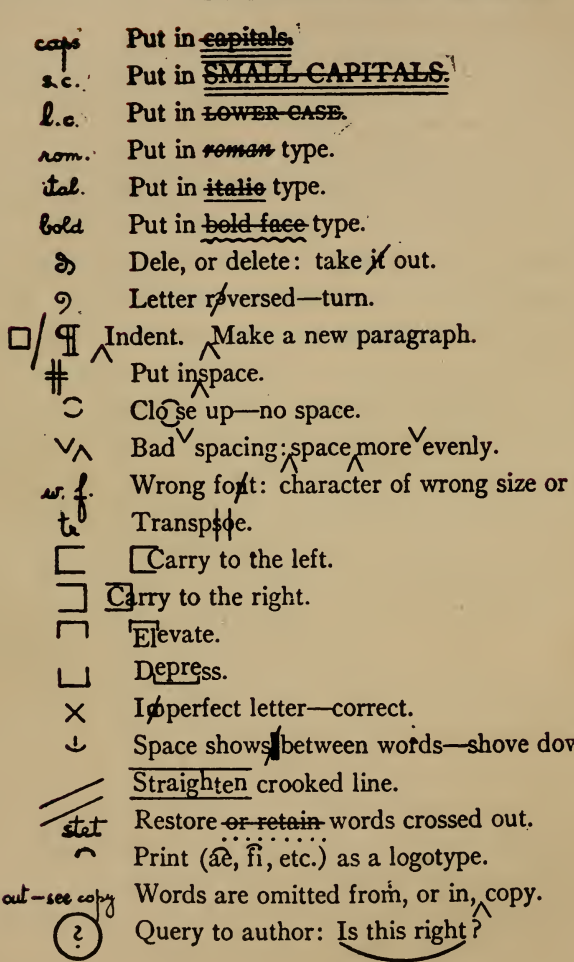
Indicate in the lower left-hand corner the contents of all the envelopes you address.

Fasten your pins in the center at the top, not diagonally in the left-hand corner, thus covering up the directions, etc., often written there.

Return every evening to the file or the book-case any volume that may have been taken out for reference during the day.

Remember that you are the housekeeper of the proof-room, and take pride in its neat and orderly appearance. Keeping the records, files, etc., naturally devolves upon you. Perfect your system so that everything can be located at a moment's notice. The more of that kind of work you do without being asked, and the better you do it, the more you will be appreciated.

PROOFREADER'S MARKS



INDEX

INDEX

[The numbers, unless otherwise indicated, refer to sections]

"A" and "an": use of, before *h* and *u*, 104; spacing of, 249.

"a-" (negative particle), compounds with, 188.

Abbreviations: in literary references, 100; of biblical books, list of, 99; of names of states, 96; of titles of publications, omission of period after initials used for, 110; rules for, 96–101; use of apostrophe in, 110; of period after, 110.

"-able" and "-ible," in divisions, 207.

Academic degrees, abbreviation and capitalization of, 19, 20.

Accents, retention of, in foreign words incorporated into English, 51.

Acts, juridical, capitalization of names of, 16.

A. D. (*anno domini*): spacing of, 45, 202, 250; use of small caps for, 45.

Address: capitalization of titles in direct, 19.

Address line: at end of letters, etc., how to set, 43; at opening of letters, etc., how to set, 54; omission of comma after, 145.

Addresses, titles of: capitalization of principal words in, 37; to be roman-quoted, 72.

Adjectives: capitalization of, in titles of publications, 37; compound, 167; ending in "-ical," how to divide, 212; omission of comma between two, 133; proper, capitalization of, 1 (cf. 3, 46).

Administrative bodies, capitalization of names of, 11.

Adverbial clauses, 136.

Adverbs: capitalization of, in titles of publications, 37; ending in "-ly," not to be hyphenated with adjectives or participles, 167; use of comma in connection with, 132.

æ, rules for use of, 105.

Ages: historical, linguistic, and geological, capitalization of, 12; to be spelled out, 89.

Algebraic formulae: letters used to designate unknown quantities in, 57; spacing of, 254.

Alignment, quotation marks to be "cleared" in, 80.

Alliances, political, capitalization of names of, 14.

Alphabetizing of names, rules for, 83.

A. M. (*ante meridiem*): spacing of, 45, 202, 250; use of small caps for, 45.

American system of divisions, 204.

"Ampers and": definition of, 97; when used, 97.

And: "short," 97; when to use comma before, 130.

Anglicized derivatives from Latin and Greek, form of diphthongs *æ* and *œ* in, 105.

"Ante," compounds with, 191.

"Anti," compounds with, 191.

Antithetical clauses, 135.

Apocrypha: list of abbreviations for, 99; titles of, to be set in roman, 52.

Apostles, omission of "St." in connection with names of, 98.

Apostrophe: rules for use of, 147–49; use of, in abbreviations, 110; to form plural of numerals, 149; to form possessive, 148 (cf. 103); to mark omission of figures or letters, 147 (cf. 110).

Appositional clauses, 136.

Arabic numerals, spacing of, at beginning of paragraphs, 252.

Art, titles of works of, to be roman-quoted, 74.

Article: definite, not to be used in connection with "Rev." and "Hon.," 82; not to be treated as part of title of periodicals, 37; indefinite, form of, before *eu*, sounded *h*, "one," etc., and long *u*, 104.

Articles, titles of: capitalization of principal words in, 37; to be roman-quoted, 72.

Artificial noun-formations, plural of, 149.

Artistic schools, capitalization of names of, 7.

"As follows," use of colon in connection with, 119.

Asterisk, use of, for footnote index, 214.

Astronomical terms: capitalization of, 41; use of italics for, 61.

Astrophysical Journal: connecting numbers in, 157 note; metric and chemical symbols in, 110 note; style for footnotes in, 220 note; use of comma with figures in, 143 note.

Authors: hints to, pp. 95–98; names of, if in text, not repeated in footnotes, 216.

Bastard title: see Half-title.

B. C. ("before Christ"): spacing of, 45, 202, 250; use of small caps for, 45.

"Bi-," compounds with, 181.

Bible: books of, abbreviations for, 99; capitalization of names for, 25; titles of books of, to be capitalized, 27; to be set in roman, 52.

Biblical: books, abbreviations for, 99, and capitalization of names of, 27; parables, capitalization of, 28; terms, miscellaneous, capitalization of, 29.

Bills, legislative, capitalization of, 16.

Biological terms, use of capitals in, 40.

Black-face: see Bold-face type.

Blank verse, indention of, 256.

Blanks, use of leaders for, in columns of figures, 225.

Blocks, capitalization of names of, 6.

Bodies: legislative, judiciary, and administrative, capitalization of names of, 10; military, numbers of, to be spelled out, 90.

Bold-face type: defined, 236; how indicated, 236.

"Book," compounds of, 170.

Books: biblical, abbreviation of, 99, and capitalization of, 27; capitalization of titles of, 37; italics for titles of, 52.

Botanical Gazette: exception to rule for capitalization of titles of publications in, 37 note; to hyphenization of compounds of "co-," etc., 187 note; to rule for italics, 52 note; to rule for quotation marks, 72 note; metric symbols in, 110 note; footnotes in, 220 note; thousands in, 143 note.

Botanical terms: use of capitals in, 40; of italics, 40, 61.

Bourgeois, explained, 233.

Box-heads: defined, 263; how to set, 222; illustrated, 231; omission of period after, 112; use of capitals in, 37.

Brackets, rules for use of, 162, 163.

Break, or change, in sentence, to be indicated by dash, 150.

Breakline: defined, 200; spacing of, 248.

Brevier, explained, 233.

"Brother," compounds of, 174.

"Brothers," forming part of name of firm, 97.

Buildings, capitalization of names of, 6.

But-clauses, use of comma in connection with, 131.

"By-," compounds with, 186.

C, soft, do not divide 'on, 206.

Capitalization: of abbreviations of academic degrees, etc., 20; of books of the Bible, 27; of conventions, congresses, expositions, etc., 15; of creeds and confessions of faith, 17; of Egyptian dynasties, 11; of feast-days, 18; of geographical names, 2, 3; of geological epochs, 12; of governmental departments, 10; of historical epochs, 12; of important events, 13; of legislative, judiciary, and administrative bodies, 10; of linguistic and literary periods, 12; of miscellaneous biblical terms, 29; of miscellaneous historical terms, 14; of monastic orders, 8; of names for the Bible, 25; of names of regiments, 11; of "nature," etc., and abstract ideas, personified, 22; of nouns and adjectives used to designate the Supreme Being, or any member of the Trinity, 21; of organizations and institutions, 9, 10; of philosophical, literary, and artistic schools, 7; of political alliances, 14; of political divisions, 4, 5; of political parties, 7; of pronouns referring to the Supreme Being, 21; of proper nouns and adjectives, 1, 3, 46; of regions or parts of world, 3; of religious denominations, 7; of sessions of Congress, 11; of thoroughfares, parks, squares, blocks, buildings, etc., 6; of titles, academic degrees, orders (decorations), etc., 19 (cf. 42); of titles of publications, 37; of treaties, acts, laws, bills, etc., 16; of versions of the Bible, 26; rules for, 1–49.

Capitals: how indicated, 238; rules for use of, 1–42.

Capitals and small capitals, rules for use of, 43, 44, 220, 222.

Caps: see Capitals.

Center-heads: defined, 260; illustrated, 260; use of capitals in, 37.

Centuries, numbers of, to be spelled out, 90.

Cf., to be set in roman, 53.

Chapters, titles of: capitalization of principal words in, 37; to be roman-quoted, 72.

Chemical symbols, how to treat, 110.

Christian names, to be spelled out, 83.

"Church," when capitalized, 24.

Church fathers: omission of "St." in connection with names of, 98; when capitalized, 23.

Citations: from different authors following each other uninterrupted by any intervening original matter, 65; of passages in author's own words, 64 (cf. 75); rules for reduction of, 75–77; for punctuation of, 102.

Civil titles, capitalization of, 19.

Classical Journal, form of footnotes in, 220 note.

Classical Philology, form of footnotes in, 220 note.

Clauses: adverbial, 136; antithetical, 135; appositional, 136; complementary, 153; conjunctive, 131; parenthetical, 136, 151, 153, 161; participial, 134; summarizing, 154.

"Cleared," definition of, 80.

"Co-," compounds with, 187.

Colon: definition and illustration of use of, 118; rules for use of, 118–23; use of, after salutatory phrase at beginning of letters, 120; between place of publication and publisher's name, 122; in connection with introductory remarks of speaker, 120; to emphasize close connection between two clauses, 118; to introduce statement, extract, etc., 118; to separate chapter and verse in Scripture passages, 121; clause from illustration or amplification, 118; hours and minutes in time indications, 121.

Columns of figures, spacing of, 225.

Combination of words into one adjective preceding noun, use of hyphen for, 167.

Comma: definition and illustrations of use of, 128; omission of, between two adjectives, 133; in signatures and after author's name at beginning of articles. 145; use of, after digits indicating thousands, 143; before "and," "or," and "nor," 130; before "of" in connection with residence or position, 142; between consecutive pages, etc., 143; between month and year, 144; in connection with adjectival phrases, 138; with adverbial clauses, 136; with antithetical clauses, 135; with appositional clauses, 136; with clauses ending in different prepositions, 139; with conjunctions, 131; with conjunctions, adverbs, connective particles, and phrases, 132; with parenthetical clauses, 136; with participial clauses, 134; to indicate omissions, 141; to separate identical, or similar, words, 137; to separate numbers, 140; to separate proper nouns, 129; rules for use of, 128–46.

Commercial: firms, how to treat titles of, 97; organizations and institutions, capitalization of names of, 9.

"Company," to be abbreviated when forming part of name of firm, 97.

Complementary clauses, use of dashes in connection with, 153.

Component elements, omission of, in compound words, 194.

Compound adjectives, 167.

Compound words, omission of element common to two or more, to be indicated by hyphen, 194.

Compounds: hyphenated, capitalization of nouns constituting parts of, in titles, 39; of "book," "house," "mill," "room," "shop," "work," 170; of "father," "mother," "brother," "sister," "daughter," "parent," and "foster," 174; of "fellow," 173; of "god," 179; of "half," "quarter," etc., 180; of "life" and "world," 176; of "maker" and "dealer," 171; of "master," 178; of present participles with nouns or prepositions, 169; of "self," 182; of "skin," 177; of "store," 172; with "ante," "anti," "inter," "intra," "post," "sub," and "super," 191; with "by-," 186, with "co-," "pre-," and "re-," 187; with "extra," "infra," "supra," and "ultra," 192; with "fold," 183; with "great" in lines of descent, 175; with "like," 184; with negative particles "un-," "in-," and "a-," 188; with "non-," 188; with "over" and "under," 190; with

"quasi," 189; with "semi," "demi," "tri," "bi," etc., 181; with "vice," "ex-," "elect," "general," and "lieutenant," in titles, 185.

Confessions of faith, capitalization of names of, 17.

Congress: capitalization of names of houses of, 10; of sessions of, 11; members of, to be lower-cased, 19; numbers of sessions of, to be spelled out, 90.

Congresses, capitalization of names of, 15.

Conjunctions, use of comma in connection with, 132.

Connective particles, use of comma in connection with, 132.

"Continued": after headlines, to be set in italics, 63; at end of articles, etc., to be placed between brackets, 163.

Contraction of word, use of apostrophe in, 147.

Conventions, capitalization of names of, 15.

Copyholders, hints to, pp. 103–5.

Creeds, capitalization of names of, 17.

Cut-in-heads: defined and illustrated, 262; omission of period after, 112; use of capitals in, 37.

Cycles of poems, titles of: capitalization of principal words in, 37; to be italicized, 52.

'Czar," when capitalized, 19.

Dagger, use of, for footnote index, 214.

Danish titles of publications, use of capitals in, 37.

Dashes: definition and illustrations of use of, 150; different sizes of, explained, 239–41; illustrated, 244; rules for use of, 150–59; use of, at end of word or phrase implied at beginning of each of succeeding paragraphs, 155; for emphasis, 152; in connection with literary references, 158; with other points, 159; with parenthetical clauses, 151, 153; with complementary clauses, 153; to connect numbers, 157; to denote break, stop, transition, or change in sentence, 150; to precede summarizing clauses, 154.

Dates: of publications, to follow volume numbers, in references to periodicals, 219; *st*, *d*, and *th* to be omitted from, 92; use of comma between month and year in, 144.

"Daughter," compounds of, 174.

"De" and "von," rule for treatment of, 83.

"Dealer," compounds of, 171.

Decades, references to, to be spelled out, 91.

Decorations, capitalization of names of, 19.

Degrees, academic, abbreviation and capitalization of, 19, 20.

"Demi," compounds with, 181.

Denominations, religious, capitalization of names of, 7.

Departments: governmental, capitalization of names of, 10; of University of Chicago, 42.

Derivation, division according to, 204, 205.

Derivatives: from Greek and Latin, 105; from proper names, 46; from words ending in *l*, how to divide, 210.

Diagrams, letters referring to, 58.

Digraphs, rules for use of, 105.

Diphthongs, to be treated as one letter in divisions, 209.

Divided word to be avoided: at end of next to last line of paragraph, 200; at bottom of recto page, 200.

Division of words: rules for, 198–213; systems of, 204; use of hyphen to indicate, 166.

Divisional mark in middle of sentences, not to be put at end of line, 203.

Divisions: avoidance of unnecessary, 198; on two letters, to be avoided, 199; rules for, 198–213.

Divisions of publications, titles of: capitalization of principal words in, 37; to be roman-quoted, 72.

Divisions: political, capitalization of names of, 4, 5; numbered, to be spelled out, 90; of University of Chicago, capitalization of names of, 42.

Documents, titles of: capitalization of principal words in, 37; to be italicized, 52 (cf. 16).

Double dagger, use of, for footnote index, 214.

Double rules, use of, in tables, 228.

Doubt, use of interrogation point to express, 116.

Drop-folio, defined, 272.

Dutch titles of publications, use of capitals in, 37.

Dynasties, Egyptian: capitalization of names of, 11; to be spelled out, 90.

Editors, hints to, pp. 95–98.

Educational organizations and institutions, capitalization of names of, 9.

E.g.: spacing of, 250; to be set in roman, 53.

"Elect," suffixed to titles, 185.

Ellipses: rules for use of, 164, 165; to be treated as part of quotation, 78, 165; use of, to indicate omissions, 164.

Em, defined, 239.

Em-dash: defined, 239; illustrated, 244; use of, for "to" in time indications, 157.

Emphasis: use of dashes for, 152; of exclamation points, 114; of italics, 50.

Em-quad, defined, 239; illustrated, 244.

En-dash: defined, 241; illustrated, 244; use of, instead of hyphen, in compounds, 167; for "to" connecting two words or figures, 157.

English: equivalent of foreign word or phrase, to be quoted, 68; system of division, 204; titles of publications, use of capitals in, 37.

En-quad: defined, 241; illustrated, 244.

Enumerations, use of parentheses in connection with letters or figures used to indicate subdivisions in, 160.

Epigrammatic turn, use of dash to indicate, 150.

Epochs, historical and geological, capitalization of names of, 12.

Equivalent, English, of word or phrase from foreign language, to be roman-quoted, 68.

Essays, titles of: capitalization of principal words in, 37; to be italicized, 52.

Etc.: use of comma before, 130; when to be treated as part of quotation, 78.

Etymology, division according to (English system), 204.

eu, form of indefinite article before, 104.

Even spacing, importance of, 245.

Events, important historical, capitalization of names of, 13.

"Ex-," prefixed to titles, 185.

Exclamation point, rules for use of, 114, 115.

Explanation: of technical terms, 232–75; use of brackets for, 162.

Expositions, capitalization of names of, 15.

"Extra," compounds with, 192.

Extracts, rules for punctation of, 102.

F., ff. (="following"): spacing of, 250; use of, 100.

Face, defined, 237.

"Farther" and "further," differentiation of, 106.

"Father": compounds of, 174; when capitalized, 23.

Feast-days, capitalization of names of, 18.

"Fellow," compounds of, 173.

Figures: columns of, in tables, 225; rules for use of, 84–88.

Figures (illustrations) in text, letters referring to, 58.

Firms, names of commercial: abbreviation of, 97; capitalization of, 9.

First words: after a colon, when capitalized, 31; following "Whereas" and "Resolved" in resolutions, capitalization of, 35; in sections of enumeration, when capitalized, 32; in titles of publications, capitalization of, 37; of citations, when capitalized, 34 (cf. 118); of lines of poetry, capitalization of, 30; of quotations, when lower-case is used for, 49 (cf. 118); of sentences, capitalization of, 30.

Five-em space, defined, 243.

"Flush," defined, 261.

"Fold," combinations with, 183.

Folio, defined, 272.

Font, defined, 238.

Footnotes: exceptions to general style for, 220 note; general style for, 218; indices for references to, 214; numbering of, 220; rules for, 214–20; samples of, 218.

Foreign institutions and organizations, capitalization of titles of, 9.

Foreign languages: English translation accompanying word, phrase, or passage cited from, to be quoted, 68; sentences and passages quoted from, how to treat, 51, 75; words and phrases from, use of italics for, 51; words and phrases borrowed from, incorporated into English, how to treat, 51; list of, 51.

Foreign titles of publications, capitalization of, 37.

"Format" of books (4to, 8vo, etc.), not to be treated as abbreviations, 110.

Formulae, spacing of, 254.

"Fort," to be spelled out, 94.

"Foster," compounds of, 174.

Foul proof, defined, 269.
Foundry-proof, defined, 268.
Four-em space, defined, 243.
Fractions, use of hyphen in, 193.
French: titles of publications, use of capitals in, 37; use of ligature æ in, 105.
"Further" and "farther," differentiation of, 106.

G, soft, do not divide on, 206.
Galley, defined, 266.
Galley-proof, defined, 266.
"General," combined with title, 185.
Geographical names, capitalization of, 2, 3.
Geological terms, capitalization of, 12.
Geology, Journal of, metric symbols in, 110 note.
Geometry, letters used to designate lines, etc., in, 57.
German titles of publications, use of capitals in, 37.
Given names: see Christian names.
"God," compounds of, 179.
Governmental departments, capitalization of names of, 10.
Grain, abbreviation for, 101.
Gram, abbreviation for, 101.
"Great," compounds of, 175.

H, form of indefinite article before sounded, 104.
Hair-space, defined, 244.
Hair-spacing, tabooed, 247.
"Half," combinations of, with nouns, 180.
Half-title, defined, 273.
Hanging indention: defined and illustrated, 260, 265; indention in, 255.
Headings, described, 260–64.
Headlines: of tables, how to set, 230; omission of period after, 112; spacing of, 252; word "continued" following, to be set in italics, 63.
Heads: see Headings, Headlines.
Historical: epochs, capitalization of appellations for, 12; events, capitalization of, 13; terms of special significance, capitalization of, 14.
Holidays: see Feast-days.
Honorary titles, capitalization of, 19.
"House," compounds of, 170.
Hyphen leader, defined, 224.
Hyphenated words: division of, to be avoided, 208; list of, 197.
Hyphenization, rules for, 166–97.
Hyphens: number of consecutive, allowable at ends of lines, 200; rules for use of, 166–97.

Ibid., use of, 215.
Ideas, abstract, capitalization of, when personified, 22.
I. e.: spacing of, 250; to be set in roman, 53.
If-clauses, use of comma in connection with, 131.
Illustrations, letters referring to parts of, 58.
Implication of word or phrase, to be indicated by dash, 155.
Importance, use of italics for, 50.
"In-" (negative particle), compounds with, 188.
Indentation: see Indention.
Indention: explained, 255; rules for, 255–57.
Indices for footnote references: how to number, 220; placing of, 217; sequence of, 214; what to use for, 217.
Industrial organizations and institutions, capitalization of names of, 9.
"Infra," compounds with, 192.
Initials: of titles of publications, use of, 110; separation of, in different lines, to be avoided, 202.
Institutions: capitalization of names of, 9; use of roman type for foreign, 51.
"Inter," compounds with, 191.
Interpolations, use of brackets for, 162.
Interrogation point, use of, 116, 117.
"Intra," compounds with, 191.
Ironical word or phrase: use of quotation marks for, 67; of exclamation point, 114.
Italian titles of publications, use of capitals in, 37.
Italics: defined, 235; how indicated, 235; rules for use of, 50–63.

J, do not divide on, 206.
Journals: see Periodicals.

Judiciary bodies, capitalization of names of, 10.
Juridical acts, laws, bills, capitalization of names of, 16.
"Justification," defined, 245.

"Kaiser," when capitalized, 19.
Kern, defined, 237.

Lanston: see Monotype.
Last words, capitalization of, in titles of publications, 37.
Latin: non-use of ligature *æ* and *œ* in, 105; titles of publications, use of capitals in, 37.
Laws, juridical, capitalization of names of, 16.
"Leaded," defined, 258.
Leaders: definition and use of, 224.
Leads: defined, 258; use of, 259.
Lectures, titles of: capitalization of principal words in, 37; to be roman-quoted, 72.
Legends, omission of period after, 112.
Legislative bodies, capitalization of names of, 10.
Letters: in text or legends referring to corresponding letters in accompanying illustrations (diagrams), 58; references to particular, to be set in italics, 59.
"Lieutenant," combined with other title, 185.
"Life," compounds of, 176.
Ligature *æ* and *œ*, use of, 105.
"Like," adjectives ending in, 184.
Linguistic periods: abbreviation of names for, 110; capitalization of, 12.
Linotype machine (Mergenthaler): described, 274; how to number footnotes in matter set on, 220; use of leaders in tables set on, 224.
List: of hyphenated words, 197; of words of more than one spelling, 107.
Literary references: abbreviations in, 97; list of phrases and abbreviations used in, 53.
Literary schools, capitalization of names of, 7.
Loc. cit., use of, 215.
Long primer, explained, 233.
Lower-case: defined, 238; rules for use of, 46–49.

Machines, type-setting, different styles of, 274, 275.
Magazines: see Periodicals.
"Maker," compounds of, 171.
Make-up, defined, 271.
"Manuscript," abbreviation for, 38, 110.
Manuscripts, titles of: to be set in roman, 52; use of capitals in, 38.
"Master," compounds of, 178.
Mathematical signs, spacing of, 254.
Measures, metric, how to designate, 101.
Mergenthaler: see Linotype.
Metric: symbols, how to treat, 110; spacing of, 250; system, designation of weights and measures in, 101.
Military titles, capitalization of, 19.
"Mill," compounds of, 170.
Minion, explained, 233.
Monastic orders, capitalization of names of, 8.
Monetary symbols, spacing of, 251.
Money, sums of, how to treat, 87.
Monotype machine (Lanston), described, 275.
Months, names of, when to be spelled out, 92.
"Mother," compounds of, 174.
Mottoes: capitalization of principal words in, 37; to be roman-quoted, 72.
"Mount," to be spelled out, 94.
Movements, historical, capitalization of names of, 14.

"Namely," use of colon in connection with, 119.
Names: alphabetization of, 83; Christian, to be spelled out, 83; familiar, applied to particular persons, to be capitalized, 19; proper, capitalization of, 1.
Nature, personified, capitalization of, 22.
Negative particles "un-," "in-," and "a-," compounds with, 188.
Newspapers, titles of: capitalization of principal words in, 37; to be italicized, 52.
New Testament books, list of abbreviations for, 99.
Nobility, capitalization of titles of, 19.
"Non-," compounds with, 188.
Nonpareil, explained, 233.

"Nor," when comma is used before, 130.

"Not," use of comma before, in antithetical clauses, 135.

"Note" introducing note not a footnote, use of cap and small caps for, 44.

"Nothing," do not divide, 213.

Nouns: capitalization of, in titles of publications, 37; combination of, standing in objective relation to each other, 168; ending in a sibilant, formation of plural of, 149; followed by numeral, capitalization of, 33 (cf. 100); proper, capitalization of, 1 (cf. 3, 46).

Numbered political divisions, capitalization of names of, 5.

Numbers: commencing a sentence, to be spelled out, 86; consecutive, treatment of, 143, 157; in connected groups to be treated alike, 84; in groups of six or more, closely connected, to be set in figures, 84; of less than three digits, to be spelled out in ordinary reading-matter, 84; round, treatment of, 85; use of comma after digits indicating thousands, 143; use of comma to separate, 140; use of dash for "to" connecting, 157.

Numerals: Arabic, at beginning of lines, spacing of, 252; Roman, at beginning of lines and in headlines, spacing of, 252; omission of period after, 111.

"O" and "Oh," capitalization of, 36.

Occupation, compounds denoting, 171.

æ, rules for use of, 105.

Offices, capitalization of names of, 10, 19.

Officers: titles of, to be lower-cased, 19; of University of Chicago, to be capitalized, 42.

Old Testament books, list of abbreviations for, 99.

Omission: of comma after signatures, etc., 145; of figures in numbers or letters in middle of word, use of apostrophe for, 147; of period after headlines, etc., 112; after Roman numerals, 111; of *st*, *d*, and *th* in dates, 92; of word or words, indicated by comma, 141; use of brackets for, 162; of ellipsis, 164.

"One," "once," etc., form of indefinite article before, 104.

Op. cit., use of, 215.

Open tables: headlines for, 222; how to set, 221; specimen of, 231.

"Or," when comma is used before, 130.

Orders (decorations), capitalization of names of, 19.

Orders, monastic, capitalization of names of, 8.

Ordinals: when capitalized, 12; when not, 39.

Organizations, capitalization of names of, 9.

Outcry, use of exclamation point after, 114.

"Over," compounds with, 190.

Pages, etc., use of comma between consecutive, 143; of dash, 157.

Page-proof, defined, 267.

Pamphlets, titles of: capitalization of principal words in, 37; to be italicized, 52.

Papers (addresses), titles of: capitalization of principal words in, 37; to be roman-quoted, 72.

Parables, biblical, capitalization of names of, 28.

Paragraph mark: spacing of, 250; use of, for footnote index, 214.

Paragraphs: explained, 265; first lines of, in quoted prose matter to begin with quotation marks, 79; indention of, 255; styles of, 257 (cf. 265).

Parallel mark, use of, for footnote index, 214.

"Parent," compounds of, 174.

Parentheses: rules for use of, 160, 161; use of, for parenthetical clauses, 161 (cf. 136, 151); in connection with figures or letters indicating subsections, 160.

Parenthesis: placing of period in connection with, 113; within parenthesis, use of brackets for, 162.

Parenthetical clauses: use of commas in connection with, 136; of dashes, 151, 153; of parentheses, 161 (cf. 136, 151).

Parks, capitalization of names of, 6.

Participial clauses, use of comma in connection with, 134.

Participle, present, united with noun, or with preposition, 169.

Parties, political, capitalization of names of, 7.

Parts (of books, etc.), titles of: capitalization of principal words in, 37; to be roman-quoted, 72.

Pause, use of dash to indicate, 150.

Pearl, explained, 233.

Pence: see Shillings.

Per cent.: to be followed by figures, 84; to be treated as an abbreviation, 110.

Period: placing of, in connection with quotation marks, 113; rules for use of, 109–13; to be omitted after abbreviations for linguistic epochs, 110; after headlines, 112; after initials of titles of publications, 110; after MS (=manuscript), 110; use of, after abbreviations, 110; at end of sentence, 109 (cf. 112).

Period leader, defined, 224.

Periodicals, titles of: capitalization of principal words in, 37; definite article not to be treated as part of, 37; name of place in which published to be treated as part of, 37; to be italicized, 52.

Periods, geological, historical, linguistic, and literary, capitalization of names of, 12.

Personifications, capitalization of, 22.

Philosophical schools, capitalization of names of, 7.

Phrases: adjectival, use of comma in connection with, 138; conjunctional, etc., 132.

Pica, explained, 233.

Place of publication and publisher's name, use of colon between, 122.

Place-names, foreign, how to treat, 51.

Plain paragraph: defined and illustrated, 265; indention of, 255.

Plate-proof, defined, 268.

Plays, titles of: capitalization of principal words in, 37; to be italicized, 52.

Plurals: formation of, 149; of abbreviations in literary references, how formed, 100; of nouns, not divisible if singulars are not, 211; of numerals, formation of, 149.

P. M. (*post meridiem*): spacing of, 45, 202, 250; use of small caps for, 45.

Poems: capitalization of first word of each line in English, 30; of first word of each paragraph in Greek and Latin, 30; of principal words in titles of, 37; titles of shorter, to be roman-quoted, 71 (cf. 52); titles of, when set in italics and when in roman, 52.

Poetry indention of, 256; quotations from, when to reduce, 75; when to run into the text, 75.

Point system, explanation of, 232, 233.

Political: alliances, capitalization of names of, 14; divisions, 4, 5; organizations, 9; parties, 7.

"Pope," when capitalized, 19.

Position, use of comma before "of" in connection with, 142.

Possessive case, how formed, 103, 148.

"Post," compounds with, 191.

"Pre-," compounds with, 187.

Preface, etc., quotation marks to be omitted with, 72.

Prefix or suffix not complete in itself, to be indicated by hyphen, 195.

Prefixes "co-," "pre-," and "re-," how to treat, 187.

Prepositions: formation of nouns of present participles in connection with, 169; to be lower-cased in titles, 37; use of comma in connection with clauses ending in different, 139.

"President," when capitalized, 19, 42.

Principal words: capitalization of, in titles of publications, 37; definition of, 37.

Proceedings (of societies), titles of: capitalization of principal words in, 37; to be italicized, 52.

Pronouns: capitalization of, in titles of publications, 37; referring to Deity, 21.

Pronunciation, division according to (American system), 204.

Proofreaders: hints to, pp. 99–102; marks of, p. 106.

Proofs, description of, 266–70.

Proper names: capitalization of, 1; how to form possessive of, 103; verbs and adjectives derived from, use of lower-case for, 46.

Proper nouns: capitalization of, 1, 3, 46; division of, to be avoided, 201.

Prose: extracts, when to reduce, 75; when to run into text, 75; indention of paragraphs in, 255.

Publications: period to be omitted after initials used as abbreviations for, 110; titles of, capitalization of principal words in, 37; titles of subdivisions of, when to be roman-quoted, 72; use of italics for, 52; when to be spelled out, 95.

Punctuation: of extracts from modern authors, 102; rules for, 108–97.

Punctuation marks: placing of, with reference to indices in text, 214; to be printed in same type as word or letter preceding them, 108.

"Pyramid," explained and illustrated, 260.

Quad, defined, 239.

Quadrat: see Quad.

"Quarter," compounds of, 180.

4to, 8vo, etc., not to be treated as abbreviations, 110.

"Quasi," compounds with, 189.

Query, use of interrogation point for, 116.

Question mark: see Interrogation point.

Questions: direct, to be followed by interrogation point, 116; indirect, not to be followed by interrogation point, 116.

Quotation marks: not to be used in connection with reduced citations, 77; placing of colon in connection with, 123; of comma, 146; of ellipsis, 165; of exclamation point, 115; of interrogation point, 117; of period, 113; rules for use of, 64–81; to be omitted in references to Preface, Index, etc., 72; use of double and single, 81.

Quotations, how to treat, 64–81.

"Railroad" and "Railway," to be spelled out, 94.

"Re-," compounds with, 187.

Reading-matter in columns of ruled tables, how to set, 226.

Recto, defined, 264.

Reductions: rules for, 75–77; scale of, 76.

Reference indices, what to use for, 214.

References, literary: list of words to be abbreviated in, 100 (cf. 33, 218); use of dash in connection with, 158.

"Reformer," when capitalized, 23.

Regiments, capitalization of names of, 11.

Regions or parts of the world, capitalization of names of, 3.

Regular paragraph: see Plain paragraph.

Religious: denominations, capitalization of names of, 7; organizations, 9.

Residence, use of comma before "of" in connection with, 142.

Resolutions: how to introduce paragraphs in, 35, 44, 62; word "Resolved" in, how to set, 62; word "Whereas," 44.

"Resolved," in resolutions, to be set in italics, 62.

Revise, defined, 270.

Rhymed lines, in poetry, indention of, 256.

Roman numerals: at beginning of lines, spacing of, 252; in headlines, spacing of, 252; omission of period after, 111.

"Roman-quote," defined, 64, 234.

Roman type, defined, 234.

"Room," compounds of, 170.

Round numbers, definition and treatment of, 85.

Ruled tables: box-heads for, 222; how to set, 221; reading-matter in, 226; specimens of, 231.

Rules: double, use of, in tables, 228; rules for use of, in tables, 223.

"Run in," defined, 261.

Running-heads: defined, 264; omission of period after, 112; hint for setting of, 264.

Run-overs, avoidance of, 247.

Sacred books, capitalization of names of, 25.

"Saint": to be omitted in connection with names of apostles, church fathers, etc., 98; when abbreviated, 98.

Salutatory phrase at beginning of letters, rules for setting, 43.

Schools, philosophical, literary, and artistic, capitalization of names of, 7.

Scripture passages: names of books of Bible to be abbreviated in, 99; punctuation of, 121, 126; spacing of, 253.

"Section," introducing paragraphs and followed by a number, use of cap and small caps for, 44.

Section mark, spacing of, 250; use of, for footnote index, 214.

Sects, religious, capitalization of names of, 7.

"Self," compounds of, 182.

"Semi," compounds with, 181.

Semicolon: illustration of use of, compared with that of comma, 124; placing of, in connection with quotation marks, 127; rules for use of, 124–27; use of,

in enumerations, 125; to mark division of sentence, 124; to separate passages in Scripture references containing chapters, 126.

Sequences: of footnote indices, 214; of subdivisional numberings, 160; of three or more links, use of comma before "and," "or," and "nor" in, 130.

Serial titles: to be roman-quoted, 70.

Series, use of comma before final "and," "or," and "nor" in, 130.

Sermons, titles of, to be roman-quoted, 72.

Shank, defined, 237.

Shillings and pence, how to treat abbreviations for, 60.

Ships, names of, to be roman-quoted, 73.

"Shop," compounds of, 170.

"Short and," definition of, 97; when used, 94, 97.

Short words: avoidance of divisions of, 199; spacing of, 249.

Shoulder, defined, 237.

Side-heads: defined, 261; omission of period after, 112; use of dash in connection with, 156; use of lower-case in, 48 (cf. 156).

Signatures at end of letters or articles: omission of comma after, 145; of period, 112; rules for setting of, 43, 55.

"Sister," compounds of, 174.

Sizes of type, in ordinary use, samples of, 233.

"Skin," compounds of, 177.

Slug, defined, 259.

Small caps: defined, 238; how indicated, 238; use of, 45.

Small pica, explained, 233.

Social organizations, capitalization of names of, 9.

Soft *c* or *g*, do not divide on, 206.

Solar system, capitalization of names of bodies in, in works on astronomy, 41.

"Solid," defined, 258.

Spaces: different sizes of, explained, 239–44; specimen of lines spaced with different sizes of, 244.

Spacing: of A. M., B. C., etc., 250; of divisional signs, 250; of figure columns in tables, 225; of formulae, 254; of headlines, 252; of metric symbols, 250; of monetary symbols, 251; of numerals at beginning of paragraphs, 252; of reading-matter in ruled tables, 226; of rules in tables, 223; of Scripture passages, 253; of short words, 249; rules for, 239–54; standard, 245; what is considered good, 245; with different sizes of spaces, samples of, 244.

Spanish titles of publications, use of capitals in, 37.

Species, scientific names of: use of capitals in, 40; of italics, 40.

Specimen tables, 231.

Spelled out, words, phrases, and titles which are to be, 82–95.

Spelling: list of words of more than one, 107; of ages, 89; of books of Bible, 99; of centuries, 90; of Christian names, 83; of "Company" and "Brothers" in names of firms, 97; of decades, 91; of Egyptian dynasties, 90; of extracts from modern authors, 102; from Old English, 102; of indefinite article before *h*, *u*, etc., 104; of metric symbols, 101; of names of months, 92; of names of publications, 95; of names of regiments, 90; of numbers commencing a sentence, 86; of numbers of less than three digits, 84; of possessives of proper names ending in a sibilant, 103; of "Railroad" and "Railway," 94; of round numbers, 85; of "Saint," 98; of sessions of Congress, 90; of states and territories, 96; of sums of money, 87; of time of day, 88; of titles, 82; of "United States," 93; of words denoting subsections, in literary references, 100; rules for, 82–107.

Squares, capitalization of names of, 6.

Standard: of measurement in typography, 233; space used to separate words, 242.

"State," when capitalized, 24 note.

States and territories, names of: list of abbreviations for, 96; to be abbreviated when following those of towns, 96.

Statistics, treatment of numbers in, 84.

"Store," compounds of, 172.

Stub: definition of, 222; head for, 222.

Styles of type, 234–38.

"Sub," compounds with, 191.

Subdivisions: in literary references, use of lower-case for, 47 (cf. 100, 218); letters used to indicate, to be set in italics, 56; use of parentheses in connection with, 56; of publications, capitalization of principal words in titles of.

37; titles of, to be roman-quoted, or capitalized without quotation marks, 72.

Suffix or prefix, indicated by hyphen, 195.

"Sultan," when capitalized, 19.

Summarizing clauses, use of dashes in connection with, 154.

"Super," compounds with, 191.

Superior figures, use of, for reference indices, 214, 220.

Superscriptions, omission of period after, 112.

"Supra," compounds with, 192.

Supreme Being, capitalization of names for, and pronouns referring to, 21.

Swedish titles of publications, use of capitals in, 37.

Syllabi, scheme of notation and indention of subdivisions in, 160.

Syllables, hyphen used to indicate, 196.

Symbols: chemical, treatment of, 110; metric, spacing of, 250; treatment of, 101, 110; monetary, spacing of, 250.

Tables: headlines of, how to set, 230; of two columns, to be set as open, 229; of more than two, as ruled, 229; open, headlines for columns in, 222; open, how to set, 221; ruled, box-heads for, 222; ruled, how to set, 221; rules for setting of, 221–31; rules for use of rules in, 223; specimen, 231; to be set to even picas or nonpareils, 227.

Tabular work, rules for, 221–31 (see Tables).

Technical: terms, explanation of typographical, 232–75; words or phrases, use of quotation marks for, 67.

Thick space, defined, 242.

Thin space, defined, 243.

Thin-spacing, where to avoid, 246.

Thoroughfares: capitalization of names of, 6; numbers forming part of names of, to be spelled out, 90.

Thousands, use of comma after digits indicating, 143.

Three-em dash: defined, 240; illustrated, 244.

Three-em quad, defined, 240.

Three-em space, defined, 242.

Time: indications, how to punctuate, 121; of day, how to treat, 88.

Titles: civil and military, capitalization of, 19; honorary, 19; in direct address, 19; of nobility, 19; preceding names, to be spelled out, 82; list of exceptions, 82; "vice," "ex-," "elect," "general," and "lieutenant," constituting parts of, how to treat, 185.

Titles of publications: capitalization of principal words in, 37; use of capitals in: English, Latin, French, Italian, Spanish, Swedish, German, Danish, Dutch, 37; use of italics for, 52; of roman, 70, 71, 72; to be correctly quoted, 102; when to be spelled out, 95; of addresses, 72; of articles, 72; of books, 52; of chapters, 72; of cycles of poems, 52; of divisions of books, etc., 72; of documents, 52; of essays, 52; of lectures, 72; of newspapers, 52; of pamphlets, 52; of papers, 72; of periodicals, 52; of plays, 52; of poems, printed in separate volume, 52; of poems, short, 71 (cf. 52); of proceedings of societies, 52; of series, 70; of tracts, 52; of transactions of societies, 52; of treatises, 52.

Toasts, titles of: capitalization of principal words in, 37; to be roman-quoted, 72.

"To be continued," at end of articles, how to set, 63.

Town and state, names of, in date line, how to set, 43.

Tracts, titles of: capitalization of principal words in, 37; to be italicized, 52.

Transactions (of societies), titles of: capitalization of principal words in, 37; to be italicized, 52.

Transition, use of dash to indicate, 150.

Translation: of names of foreign institutions, 9; of foreign words or phrases, 68.

Treaties, capitalization of names of, 16.

Treatises, titles of: capitalization of principal words in, 37; to be italicized, 52.

"Tri," compounds with, 181.

Trinity, Christian, capitalization of names of members of, 21.

Two-column tables, to be set as open, 229.

Two-em dash: defined, 240; illustrated, 244.

Two-em quad, defined, 240.

Two-letter syllables, avoidance of, in divisions, 199

Type: different parts of body of, explained, 237; names for different sizes of, 233; styles of, 234–38.

Typesetting machines, 274, 275.

Typographical terms, explanation of, 232–75.

U, long, form of indefinite article before, 104.

"Ultra," compounds with, 192.

"Un-" compounds with, 188.

"Under," compounds with, 190.

Unit, typographical, explained, 232.

"United States": when to be spelled out, 93; when to be abbreviated, 93.

University of Chicago: capitalization of special terms dealing with organization, administration, and curricula of, 42; of titles of divisions, departments, officers, and courses and units of study, in official work dealing with, 42.

Unusual word or phrase, use of quotation marks for, 67.

Verbs: capitalization of, in titles of publications, 37; derived from proper names, how to treat, 46.

Verse or page, letter affixed to number of, to denote fractional part: to be set in italic, 56; spacing of, 56.

Versions of Bible: abbreviations for, 26; capitalization of, 26.

Verso, defined, 264.

"Vice," prefixed to titles, how to treat, 185.

"Vol.," "chap.," "p.," etc., in literary references: use of numerals with, 218; when omitted, 218.

"Von" and "de," rule for treatment of, 83.

Vowel: divide on, whenever possible, 207; single, forming separate syllable in middle of word, to be put in first line in dividing, 207.

Weights and measures metric: how to designate, 101; spacing of, 250.

"Whereas," in resolutions, use of cap and small caps for, 44.

Wide spacing, where to avoid, 246.

Word or phrase: accompanied by its definition, to be quoted, 66; to which attention is directed, use of quotation marks for, 69.

Words: hyphenated, list of, 197; of more than one spelling, how to spell, 107.

"Work," compounds of, 170.

"World," compounds of, 176.

Zoölogical terms: use of capitals in, 40; of italics, 61.

SPECIMENS OF TYPES IN USE

MODERN BODY TYPE

FIVE POINT NO. 67

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, against the adult Rome of the third century, fresh from her Samnite conquests, show what would have been the successes of Alexander, with his giant genius and armaments, against the younger and feebler republic. And if the realization of the conqueror's dreams was hindered by his early death, most of the early Diadochi had each for many hard-fought years aspired to be his sole successor, hoping to complete his work and regenerate the distracted world by the potent influence of Hellenistic culture.

A world-empire, including all the lands and nations about the Mediterranean Sea, reaching to THE FROZEN NORTH AND THE TORRID SOUTH AS ITS NATURAL LIMITS, EXCHANGING THE VIRGIN ORES OF SPAIN FOR THE LONG-SOUGHT SPICES OF ARABY THE BLEST, WAS THEREFORE 1 2 3 4 5 6 7 8 9 0

But while those that had conceived it and striven for it consciously had 1 2 3 4 5 6 7 8 9 0

SIX POINT NO. 57

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, against the adult Rome of the third century, fresh from her Samnite conquests, show what would have been the successes of Alexander, with his giant genius and armaments, against the younger and feebler republic. And if the realization of the conqueror's dreams WAS HINDERED BY HIS EARLY DEATH, MOST OF THE EARLY DIADOCHI HAD EACH FOR MANY HARD-FOUGHT YEARS 1 2 3 4 5 6 7 8 9 0

sole successor, hoping to complete his work and regenerate 1 2 3 4 5 6 7 8 9 0

ĀĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ÄËÏÖÜ ĂĔĬŎŬ ÅÇÑ ĦĦĶŞŠŢ

ā ē ī ō ū á é í ó ú à è ì ò ù â ê î ô û ä ë ï ö ü ă ĕ ĭ ŏ ŭ å ç ñ ħ ķ ş š ţ

ĀĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ÄËÏÖÜ ĂĔĬŎŬ ÇÑĦĶŠŢ ḥḫṣšṭẓ

āēīōū áéíóú àèìòù âêîôû äëïöü ăĕĭŏŭ å ç ñ Ð ð Þ þ ȝ ǽçñ ḥḫiķṣšṭuẓ

SEVEN POINT NO. 57

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, against the adult Rome of the third century, fresh from her Samnite conquests, show what would have been the successes of Alexander, with his giant genius and armaments, against the younger and feebler republic. And if the realization of the conqueror's dreams was hindered by his early death, most of the early Diadochi had each for many hard-fought years aspired to be his sole successor, hoping to complete his work and regenerate the distracted world by the potent influence of Hellenistic culture.

A world-empire, including all the lands and nations about the Mediterranean Sea, reaching to the frozen North and the torrid South as its natural limits, exchanging the virgin ores of Spain for the long-sought spices of Araby the blest, was therefore no very wild imagination. But while those that had conceived it and striven for it consciously had failed, who could have imagined that it should drop almost suddenly, unexpectedly, by the force, not of genius, but of circumstances, into the hands of a people who attained it, not by the direction of an Alexander, but by such national qualities as had gained for Sparta precedence and respect, coupled with aggressive wars under the guise of securing ever-widening frontiers, such as those which mark the rapid strides of Phílip's Macedonia?

Any political thinker who witnessed this mighty outcome of half a century might indeed feel uneasy at the result, if he were not, like most

OF THE STOICS, AN OPTIMIST OR A FATALIST. THERE WAS,
NO DOUBT, THE MANIFEST GAIN OF A GREAT PEACE THRO 1 2 3 4 5 6 7 8 9 0
of the real settlement of disputes by the arbitration *1 2 3 4 5 6 7 8 9 0*

ÅÇÄÉÄÖ áéíóú àèìòù âêîôû äëïöü ãçñ *āēīōū áéíóú àèìòù âêîôû äëïöü ãçñ*

EIGHT POINT NO. 57

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, against the adult Rome of the third century, fresh from her Samnite conquests, show what would have been the successes of Alexander, with his giant genius and armaments, against the younger and feebler republic. And if the realization of the conqueror's dreams was hindered by his early death, most of the early Diadochi had each for many hard-fought years aspired to be his sole successor, hoping to complete his work and regenerate the distracted world by the potent influence of Hellenistic culture.

A world-empire, including all the lands and nations about the Mediterranean Sea, reaching to the frozen North and the torrid South as its natural limits, exchanging the virgin ores of Spain for the long-sought spices of Araby the blest, was therefore no very wild imagination. But while those that had conceived it and striven for it consciously had failed, who could have imagined THAT IT SHOULD DROP ALMOST SUDDENLY, UNEXPECTEDLY, BY THE FORCE, NOT OF GENIUS, BUT OF 1234567890 *into the hands of a people who attained it, not 1234567890* ĀĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÎÔ ÄÖÜÖ Ǒ ÅÇÑ Č Ø *É É Ä Ö Å Ç* ĀĒŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÔÛ ÄËÏÖÜ ĂĔĬŎŬ Š ø āēīōū áéíóú àèìòù âêîôû äëïöü åçẽñõ *āēīōū áéíóú àèìòù âêîôû äëïöü åçñ*

NINE POINT NO. 57

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions would now be directed by the will of one people, by the influ ence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, against the adult Rome of the third century, fresh from her Samnite conquests, show what would have been the successes of Alexander, with his giant genius and armaments, against the younger and feebler republic. And if the realization of the conqueror's dreams was hindered by his early death, most of the early Diadochi had each for many hard-fought years

ASPIRED TO BE HIS SOLE SUCCESSOR, HOPING

TO COMPLETE HIS WORK AND REGENERATE THE 1234567890

by the potent influence of Hellenistic cultu *1234567890*

ĀĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ÄËÏÖÜ ĂĔĬŎŬ ÅÇÑ

ĀĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ÄËÏÖÜ ĂĔĬŎŬ ÅÇÑ

āēīōū áéíóú àèìòù âêîôû äëïöü ăĕĭŏŭ åçñ

ĀĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ÄËÏÖÜ ĂĔĬŎŬ ÅÇÑ

āēīōū áéíóú àèìòù âêîôû äëïöü ăĕĭŏŭ åçñ

ČḤḪḮĶṢṠŠŢŻĀ ąçčġḥḫịįķṇǫǫ́ṣṡšṭůůūýȳẓž

Ḥ Ḫ Ṩ Ṯ á ĕ ḗ ḥ ḫ ị́ ḯ ý ṣ ṡ ṭ ṵ ẓ Ð ð ȣ Þ þ *þ* ȣ ȝ

ELEVEN POINT NO. 65

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with

ALL THE RESOURCES OF ASIA UNDER HIS HAND. THE SUCCESSES OF PYRRHUS, 1234567890

army, against the adult Rome of the *1234567890*

ĀĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ÄËÏÖÜ ĂĔĬŎŬ

ĀĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ÄËÏÖÜ ĂĔĬŎŬ Å Ç Ñ

āēīōū áéíóú àèìòù âêîôû äëïöü ăĕĭŏŭ å ç ñ

ĀĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ÄËÏÖÜ ĂĔĬŎŬ

āēīōū áéíóú àèìòù âêîôû äëïöü ăĕĭŏŭ å ç ñ

ą ą ḅ ḅ ç đ ę ę ę ǧ ḥ ḫ į į ķ ļ ł m̄ ǫ ǫ ꝑ ꝑ ꝓ ꝗ

q̄ q̄ q̆ q̆ r̄ ſ̄ ş š ţ t̄ ꝧ ų ẓ ž ź

ĄÇĘḤḪĶÑŞŠŢ *ĄÇḤḪÑŠŢ ḥḫįşšţųẓ*

Ðð Þþ Øø ȝȝ ꝛꝛ∞ *ðþ ąđěęǫøøꝧűűɥ*

OLD STYLE BODY TYPE

FIVE POINT NO. 83

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, against the adult Rome of the third century, fresh from her Samnite conquests, show what would have been the successes of Alexander, with his giant genius and armaments, against the younger and feebler republic. And if the realization of the conqueror's dreams was hindered by his early death, most of the early Diadochi had each for many hard-fought years aspired to be his sole successor, hoping to complete his work and regenerate the distracted world by the potent influence of Hellenistic culture.

A world-empire, including all the lands and nations about the Mediterranean Sea, reaching to the
FROZEN NORTH AND THE TORRID SOUTH AS ITS NATURAL LIMITS, EXCHANGING THE VIRGIN ORES OF SPAIN FOR THE LONG-SOUGHT SPICES OF 1234567890
Araby the blest, was therefore no very wild imagination. But while those *1234567890*

SIX POINT NO 8

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, against the adult Rome of the third century, fresh from her Samnite conquests, show what would have been the successes of Alexander, with his giant genius and armaments, against the younger and feebler republic. And if the realization of the conqueror's dreams was hindered by his early death, most of the early Diadochi had each for many hard-fought years aspired to be his sole successor, hoping to complete his work and regenerate the distracted world by the potent influence of Hellenistic culture.

A WORLD-EMPIRE, INCLUDING ALL THE LANDS AND NATIONS ABOUT
THE MEDITERRANEAN SEA, REACHING TO THE FROZEN NORTH AND 1234567890
torrid South as its natural limits, exchanging the virgin *1234567890*

Ñ Ç ÄÖÜ É È é è äïöü âêîôû àèìòù áéíóú ñ ç
Ö Ç äëïöü âêîôñ àèù é ãẽĩõñ ç

SEVEN POINT NO. 8

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, against the adult Rome of the third century, fresh from her Samnite conquests, show what would have been the successes of Alexander, with his giant genius and armaments, against the younger and feebler republic. And if the realization of the conqueror's dreams was hindered by his early death, most of the early Diadochi had each for many hard-fought years aspired to be his sole successor, hoping to complete his work and regenerate the distracted world by the potent influence of Hellenistic culture.

A world-empire, including all the lands and nations about the Mediterranean Sea, reaching to the frozen North and the torrid South as its natural limits, exchanging the virgin ores of Spain for the long-sought spices of Araby the blest, was therefore no very wild imagination. But while those that had conceived it and striven for it consciously had failed, who could have imagined that it should drop almost suddenly, unexpectedly, by the force, not of genius, but of circumstances, into the hands of a people who attained it, not by the directions of an Alexander, but by such national qualities as had gained for Sparta precedence and respect, coupled with aggressive wars under the guise of securing ever-widening frontiers, such as those which mark the rapid strides of Philip's Macedonia?

Any political thinker who witnessed this mighty outcome of half a century might indeed feel uneasy at the result, if he were not, like most of the Stoics, an optimist or a fatalist. There was, no doubt, the manifest gain of a great peace throughout the world, of the real settlement of disputes by the arbitra-

ENLIGHTENMENT. THESE MATERIAL GAINS WERE INDISPUT-
ABLE, EVEN THOUGH A DANGEROUS MONOPOLY WAS 1234567890
being established not merely through the enormous advan *1234567890*

Ç Ñ äëïöü âêîôû àèìòù áéíóú ăĕĭŏŭ āēīōū ç ñ

Ç Ñ äëïöü âêîôû àèìòù áéíóú ăĕĭŏŭ āēīōū ç ñ

EIGHT POINT NO. 8

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, against the adult Rome of the third century, fresh from her Samnite conquests, show what would have been the successes of Alexander, with his giant genius and armaments, against the younger and feebler republic. And if the realization of the conqueror's dreams was hindered by his early death, most of the early Diadochi had each for many hard-fought years aspired to be his sole successor, hoping to complete his work and regenerate the distracted world by the potent influence of Hellenistic culture.

A world-empire, including all the lands and nations about the Mediterranean Sea, reaching to the frozen North and the torrid South as its natural limits, exchanging the virgin ores of Spain for the long-sought spices of Araby the blest, was therefore no very wild imagination. But while those that had conceived it and striven for it consciously had failed, who could have imagined that it should drop almost suddenly, unexpectedly, by the force, not of genius, but of circumstances, into the hands of a people who attained it, not by the direction of an Alexander, but by

SUCH NATIONAL QUALITIES AS HAD GAINED FOR SPARTA

PRECEDENCE AND RESPECT, COUPLED WITH AGGRES- 1 2 3 4 5 6 7 8 9 0

sive wars under the guise of securing ever-widening *1 2 3 4 5 6 7 8 9 0*

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÙ ÁÉ ĀĒĪŌŪ Å Ç Ñ Š ÄËÏÖÜ ÂÊÎÔÛ ÀÈÒÙ

ÁÉ ĀĒĪŌŪ Å Ç Ñ äëïöü âêîôû àèìòù áéíóú āēīōū åçñšfḥðøÐðþÞ

ÄÏÖ ÂÊÎÔÛ ÀÈÙ É ĀĒĪŌŪ ÅÇÑŠ äëïöü âêîôû àèù áéú āēīōū åçñš

NINE POINT NO. 8

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, against the adult Rome of the third century, fresh from her Samnite conquests, show what would have been the successes of Alexander, with his giant genius and armaments, against the younger and feebler republic. And if the realization of the conqueror's dreams was hindered by his early death, most of the early Diadochi had each for many hard-fought years aspired to be his sole successor, hoping to complete his work and regenerate the distracted world by the potent influence of Hellenistic culture.

A world-empire, including all the lands and nations about the

THAT IT SHOULD DROP ALMOST SUDDENLY, UNEXPECTEDLY, BY THE FORCE, NOT OF GENIUS, 1234567890

but of circumstances, into the hands of a people *1234567890*

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÙ ÁÉ ĀĒĪŌŪ Å Ç Ñ Š Ø

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÙ ÉÓ ÅÇ

äëïöü âêîôû àèòù áéíóú āēīōū å ã ç ñ õ ţ ḫ ḥ ķ ṃ ṣ š ø

ÄÏÖÜ ÂÊÎÛ ÀÈ Ú AĒĪŌŪ Å Ç Ñ

äëïöü âêîôû àèù áéíóú āēīōū ãõñ š ç þ Þ Ð ð

TEN POINT NO. 8

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, against the adult Rome of the third century, fresh from her Samnite conquests, show what would have been the successes of Alexander, with his giant genius and armaments, against the younger and feebler republic. And if the realization of the conqueror's dreams was hindered by his early death, most of the early Diadochi had

A WORLD-EMPIRE, INCLUDING ALL THE LANDS AND NATIONS ABOUT THE MEDI- 1 2 3 4 5 6 7 8 9 0

terranean Sea, reaching to the frozen *1 2 3 4 5 6 7 8 9 0*

ÄËÏÖÜ ÂÎÔÛ ÈÙ É ĀĒĪŌŪ ÇÑŠ ÄËÏÖÜ ÂÊÎÔÛ ÈÙ ÉÓĀĒĪŌŪ

Å ç ñ äëïöü âêîôû àèìòù áéíóú āēīōū å ã ç ñ ḥ ṃ ṛ š ṣ ẏ

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÌÒU ÁÉÍÓÚ ĀĒĪŌŪ Å Ě Ç Ñ Š

äëïöü âêîôû àèìòù áéíóú āēīōū å ç ñ š æ ę į ų đ ŗ

ELEVEN POINT NO. 8

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, against the adult Rome of the third century, fresh from

AND IF THE REALIZATION OF THE CONQUEROR'S DREAMS WAS HINDERED BY 1 2 3 4 5 6 7 8 9 0

his early death, most of the early *1 2 3 4 5 6 7 8 9 0*

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÙ É ĀĒĪŌŪ Å Ç Ñ Ș

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÌÒÙ ÁÉÍÓÚ ĀĒĪŌŪ Å Ç Ñ

äëïöü âêîôû àèìòù áéíóú āēīōū ãñõ ḥḳṃṣẏ åů ă ç

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÙ É ĀĒĪŌŪ Å Ç Ñ

äëïöü âêîôû àèù áéíóú āēīōū å ă ç ñ ô

TWELVE POINT NO. 8

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexan-

TURY, FRESH FROM HER SAMNITE

CONQUESTS, SHOW WHAT WOULD 1 2 3 4 5 6 7 8 9 0

have been the successes of Alex 1 2 3 4 5 6 7 8 9 0

ÄËÏÖÜ ÂÊÎÔÛ ÈÙ É ÅÇÑ

ÄËÏÖÜ ÂÊÎÔÛ ÈÙ É ÅÇÑ äëïöü âêîôû àèù áéíóú åçñ

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÙ É ÇÑ

äëïöü âêîôû àèù áéíóú ç ñ

FOURTEEN POINT NO. 8

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man,

FOR THE CONQUEST OF THE WEST WOULD HAVE BEEN 1234567890

no difficult matter to Alex 1234567890

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÙ É ÅØÑ

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÙ É ÅÇÑ

äëïöü âêîôû àèù áéíóú ãõñ åçø

Ö Ó À ü âôû àèù éú å ç ñ

EIGHTEEN POINT NO. 8

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

GRAND PROSPECT HAD
BEEN HELD FORTH TO 1234567890
the world. When Al 1234567890
ÄËÖÜ ÂÊÔÛ ÈÙ É Å Ñ

MONOTYPE TYPE

SIX POINT NO. 31

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth they must have felt that they had reached one of the turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, against the adult Rome of the third century, fresh from her Samnite conquests, show what would have been the successes of Alexander, with his giant genius and armaments, against the younger and feebler republic. And if the realization of the conqueror's dreams was hindered by his early death, most of the early Diadochi had each for many hard-fought years aspired to be his sole successor, hoping to complete his work and regenerate the distracted world by the potent influence of Hellenistic culture.

A world-empire, including all the lands and nations about the Mediterranean Sea, reaching to the frozen North and the torrid South as its natural limits, exchanging the virgin ores of Spain for the long-sought spices of Araby the blest, was therefore no wild imagination. But while those that had conceived it and striven for it consciously had failed, who could have imagined that it should drop almost suddenly, unexpectedly, by the force, not of genius, but of circumstances, into the hands of a people who attained it, not by the direction of an Alexander, but by such national qualities as had gained for Sparta precedence and respect, coupled with aggressive wars under the guise of securing ever widening frontiers, such as those which mark the rapid strides of Philip's Macedonia?

Any political thinker who witnessed this mighty outcome of half a century might indeed feel uneasy at the result, if he were not, like most of the Stoics, an optimist or a fatalist. There was, no doubt, the manifest gain of a great peace throughout the world, of the real settlement of disputes by the arbitration of an umpire with power to enforce his will; there was the consequent development of wide commerce, with its diffusion, not only of wealth, but of enlightenment. These material gains were indisputable, even though a dangerous monopoly was being established, not merely through the enormous advantages inseparable from Roman influence, but by the jealous destruction of all those commercial centers which might have rivaled Rome by reason

RULERS HAD RECEIVED ANY EDUCATION TO FIT THEM FOR AN IMPERIAL POLICY. ADMINISTRATIVE ABILITY THERE WAS IN PLENTY, 1 2 3 4 5 6 7 8 9 0
just as there had been tactical knowledge to win battles without any *1 2 3 4 5 6 7 8 9 0*

ĀĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ÄËÏÖÜ ĂĔĬŎŬ Ç Ñ Ç
āēīōū áéíóú àèìòù âêîôû äëïöü ăĕĭŏŭ ç ñ
āēīōū *áéíóú* *àèìòù* *âêîôû* *äëïöü* *ăĕĭŏŭ* *ç ñ*

EIGHT POINT NO. 31

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It is not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, against the adult Rome of the third century, fresh from her Samnite conquests, show what would have been the successes of Alexander, with his giant genius and armaments, against the younger and feebler republic. And if the realization of the conqueror's dreams was hindered by his early death, most of the early Diadochi had each for many hard-fought years aspired to be his sole successor, hoping to complete his work and regenerate the distracted world by the potent influence of Hellenistic culture.

A world-empire, including all the lands and nations about the Mediterranean Sea, reaching to the frozen North and the torrid South as its natural limits, exchanging the virgin ores of Spain for the long-sought spices of Araby the blest, was therefore no very wild imagination. But while those that had conceived it and striven for it consciously had failed, who could have imagined that it should drop almost suddenly, UNEXPECTEDLY, BY THE FORCE, NOT OF GENIUS, BUT OF CIRCUMSTANCES, INTO THE HANDS OF A PEOPLE 1 2 3 4 5 6 7 8 9 0
who attained it, not by the direction of an Alexander *1 2 3 4 5 6 7 8 9 0*

ĀĒĪŌŪ	ÁÉÍÓÚ	ÀÈÌÒÙ	ÂÊÎÔÛ	ÄËÏÖÜ	ǍĚǏǑǓ
āēīōū	áéíóú	àèìòù	âêîôû	äëïöü	ǎěǐǒǔ
āēīōū	*áéíóú*	*àèìòù*	*âêîôû*	*äëïöü*	*ǎěǐǒǔ*
Ţ Ḍ Ḳ	*Ḥ Ḥ Ḫ*	*Š Ś*	*ḏ ḳ ḥ ḥ*	*š ś*	*ç ñ Ç*

NINE POINT NO. 31

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It is not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, against the adult Rome of the third century, fresh from her Samnite conquests, show what would have been the successes of Alexander, with his giant genius and armaments, against the younger and feebler republic. And if the realization of the conqueror's dreams was hindered by his early death, most of the early Diadochi had each for many hard-fought years aspired to be his sole successor, hoping to complete his work and regenerate the distracted world by the potent influence of Hellenistic culture.

A world-empire, including all the lands and nations about the Mediterranean Sea, reaching to the frozen North and torrid South as its natural limits, exchanging the virgin ores of Spain for the

IMAGINATION. BUT WHILE THOSE THAT HAD CONCEIVED IT AND STRIVEN FOR IT CONSCIOUSLY 1 2 3 4 5 6 7 8 9 0

had failed, who could have imagined that it *1 2 3 4 5 6 7 8 9 0*

ĀĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ÄËÏÖÜ ĂĔĬŎŬ Ç Ñ

āēīōū áéíóú àèìòù âêîôû äëïöü ăĕĭŏŭ ç ñ

āēīōū *áéíóú* *àèìòù* *âêîôû* *äëïöü* *ăĕĭŏŭ* *ç ñ Ç*

TEN POINT NO. 31

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It is not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, against the adult Rome of the third century, fresh from her Samnite conquests, show what would have been the successes of Alexander, with his great genius and armaments, against the younger and feebler republic. And if the realization of the conqueror's dreams was hindered by his early death, most of the early Diadochi had each for many hard-fought years

AND REGENERATE THE DISTRACTED WORLD BY
THE POTENT INFLUENCE OF HELLENISTIC 1234567890
culture. A world-empire, including all the *1234567890*

ĀĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ÄËÏÖÜ ĂĔĬŎŬ Ç Ñ
āēīōū áéíóú àèìòù âêîôû äëïöü ăĕĭŏŭ ç
āēīōū *áéíóú* *àèìòù* *âêîôû* *äëïöü* *ăĕĭŏŭ* *ç ñ*
ŢÇḌḴḤḤḪŠŚ *ḍḳḫḥḫšś*

ELEVEN POINT NO. 31

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It is not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, against the adult Rome of the third century, fresh from her Samnite conquests, show what would have been the successes of Alexander, with his giant genius and armaments, against the younger and feebler republic. And if the realization of the conqueror's

DREAMS WAS HINDERED BY HIS EARLY
DEATH, MOST OF THE EARLY DIADOCHI 1234567890
had each for many hard-fought years *1234567890*

ĀĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ÄËÏÖÜ ĂĔĬŎŬ ÇÑÇ
āēīōū áéíóú àèìòù âêîôû äëïöü ăĕĭŏŭ ç
āēīōū áéíóú àèìòù âêîôû äëïöü ăĕĭŏŭ ç ñ Ç

TWELVE POINT NO. 31

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points of the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, against the adult Rome of the third century, fresh from her Samnite conquests, show what

HIS GIANT GENIUS AND ARMAMENTS,
AGAINST THE YOUNGER AND FEEBLER 1 2 3 4 5 6 7 8 9 0
republic. And if the realization of the 1 2 3 4 5 6 7 8 9 0

ÂÖÜ äëïöü âêîôû àèìòù áéóú īūĭŭ ç
d̲ḳh̲h̲ ḫšśṯ äëïöü âêîôû àèì áéíó āēī ěĭ

LINOTYPE TYPE

EIGHT POINT NO. 1

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, against the adult Rome of the third century, fresh from her Samnite conquests, show what would have been the successes of Alexander, with his giant genius and armaments, against the younger and feebler republic. And if the realization of the conqueror's dreams was hindered by his early death, most of the early Diadochi had each for many hard-fought years aspired to be his sole successor, hoping to complete his work and regenerate the distracted world by the potent influence of Hellenistic culture.

A world-empire, including all the lands and nations about the Mediterranean Sea, reaching to the frozen North and the torrid South as its natural limits, exchanging the virgin ores of Spain for the long-sought spices of Araby the blest, was therefore no

THAT IT SHOULD DROP ALMOST SUDDENLY, UNEXPECTEDLY, BY THE FORCE, NOT OF GENIUS, BUT OF 1 2 3 4 5 6 7 8 9 0

circumstances, into the hands of a people who at- 1 2 3 4 5 6 7 8 9 0

ÈÉ ÁÉÓÚ ÀÈÒÙ ÄËÏÖÜ ÂÊÎÔÛ Ç çñ áéíó àèìòù äëïöü âêîôû

ÈÉ áéíó àèìòù äëïöü âêîôû çñ

NINE POINT NO. 1

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, against the adult Rome of the third century, fresh from her Samnite conquests, show what would have been the successes of Alexander, with his giant genius and armaments, against the younger and feebler republic. And if the realization of the conqueror's dreams was hindered by his early death, most of the early Diadochi had each for many hard-fought years aspired to be his sole successor, hoping to complete his work and regenerate the distracted world by the potent influence of Hellenistic culture.

A world-empire, including all the lands and nations about the Mediterranean Sea, reaching to the frozen North and the torrid South as its natural limits, exchanging the virgin ores of Spain

FOR THE LONG-SOUGHT SPICES OF ARABY THE BLEST, WAS THEREFORE NO VERY WILD IMAGINATION. 1234567890

But while those that had conceived it and striven 1234567890

ÉÈ ÁÉÓÚ ÀÈÒÙ ÄËÏÖÜ ÂÊÎÔÛ ç çñ áéíó àèìòù äëïöü âêîôû

ÉÈ áéíó àèìòù äëïöü âêîôû çñ

TEN POINT NO. 1

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, against the adult Rome of the third century, fresh from her Samnite conquests, show what would have been the successes of Alexander, with his giant genius and armaments, against the younger and feebler republic. And if the realization of the conqueror's dreams was hindered by his early death, most of the early Diadochi had each for many hard-fought years aspired to be his sole successor, hoping to complete his

WORK AND REGENERATE THE DISTRACTED

WORLD BY THE POTENT INFLUENCE OF 1234567890

A world-empire, including all the 1234567890

ÉÈ ÁÉÓÚ ÀÈÒÙ ÄËÏÖÜ ÂÊÎÔÛ Ç çñ áéíó àèìòù äëïöü âêîôû

ÉÈ áéíó àèìòù äëïöü âêîôû çñ

ELEVEN POINT NO. 1

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, against the adult Rome of the third century, fresh from her Samnite conquests, show what would have been the successes of Alexander, with his giant genius and armaments, against the younger and feebler republic. AND IF THE REALIZATION OF THE CONQUEROR'S DREAMS WAS HINDERED BY 1234567890 *his early death, most of the early 1234567890* ÉÈ ÁÉÓÚ ÀÈÒÙ ÄËÏÖÜ ÂÊÎÔÛ Ç çñ áéíó àèìòù äëïöü âêîôû *ÉÈ áéíó àèìòù äëïöü âêîôû çñ*

CASLON OLD STYLE

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, against the adult Rome of the third century, fresh from her Samnite conquests, show what would have been the successes of Alexander, with his giant genius and armaments, against the younger and feebler republic. And if the realization of the conqueror's dreams was hindered by his early death, most of the early Diadochi had each for many hard-fought years aspired to be his sole successor, hoping to complete his work and regenerate the distracted world by the potent influence of Hellenistic culture.

A world-empire, including all the lands and nations about the Mediterranean Sea, reaching to the frozen North and the torrid South as its natural limits, exchanging the virgin ores of Spain for the long-sought spices of Araby the blest, was therefore no wild imagination. But while those that had conceived it and striven for it consciously had failed, who could have imagined that it should drop almost suddenly, unexpectedly, by the force, not of genius, but of circumstances, into the hands of a people who attained it, not by the direction of an Alexander, but by such national qualities as had gained for Sparta precedence and respect, coupled with aggressive wars under the guise of securing ever-widening frontiers, such as those which mark the rapid strides of Philip's Macedonia?

Any political thinker who witnessed this mighty outcome of half a century

MIGHT INDEED FEEL UNEASY AT THE RESULT, IF HE WERE NOT, LIKE MOST OF THE STOICS, AN OPTIMIST OR A FATALIST. 1234567890

There was, no doubt, the manifest gain of a great peace throughout 1234567890

CASLON OLD STYLE

TEN POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, against the adult Rome of the third century, fresh from her Samnite conquests, show what would have been the successes of Alexander, with his giant genius and armaments, against the younger and feebler republic. And if the realization of the conqueror's dreams was hindered by his early death, most of the early Diadochi had each for many hard-fought years aspired to be his sole successor, hoping to complete his work and regenerate the distracted world by the potent influence of Hellenistic culture.

A world-empire, including all the lands and nations about the Mediterranean Sea, reaching to the frozen North and the torrid

AND IF THE REALIZATION OF THE CONQUEROR

DREAMS WAS HINDERED BY THE POTENT INFLUENCE 1 2 3 4 5 6 7 8 9 0

A world-empire, including all the nations and 1234567890

TWELVE POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquests of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, against the adult Rome of the third century, fresh from her Samnite conquests, show what would have been the successes of Alexander, with his giant genius and armaments, against the

AND IF THE REALIZATION OF THE
CONQUEROR'S DREAMS WAS HINDERED 1234567890
by his early death, most of the early 1234567890

CASLON OLD STYLE

FOURTEEN POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter

AND IF THE REALIZATION OF THE
CONQUEROR'S DREAMS WAS HIN 1 2 3 4 5 6 7 8 9 0
his early death, most of the early 1 2 3 4 5 6 7 8 9 0

PORSON GREEK

SIX POINT

Τάδε δέ μοι πάντως, ἔφη, Κροῖσε, λέξον πῶς ἀποβέβηκε τὰ ἐκ τοῦ ἐν Δελφοῖς χρηστηρίου· σοὶ γὰρ δὴ λέγεται πάνυ γε τεθεραπεῦσθαι ὁ Ἀπόλλων καί σε πάντα ἐκείνῳ πειθόμενον πράττειν. Ἐβουλόμην ἄν, ὦ Κῦρε, οὕτως ἔχειν· νῦν δὲ πάντα τἀναντία εὐθὺς ἐξ ἀρχῆς πράττων προσηνέχθην τῷ Ἀπόλλωνι. Πῶς δέ; ἔφη ὁ Κῦρος· δίδασκε· πάνυ γὰρ παράδοξα λέγεις.

EIGHT POINT

Τάδε δέ μοι πάντως, ἔφη, Κροῖσε, λέξον πῶς ἀποβέβηκε τὰ ἐκ τοῦ ἐν Δελφοῖς χρηστηρίου· σοὶ γὰρ δὴ λέγεται πάνυ γε τεθεραπεῦσθαι ὁ Ἀπόλλων καί σε πάντα ἐκείνῳ πειθόμενον πράττειν. Ἐβουλόμην ἄν, ὦ Κῦρε, οὕτως ἔχειν· νῦν δὲ πάντα τἀναντία εὐθὺς ἐξ ἀρχῆς πράττων προσηνέχθην τῷ Ἀπόλλωνι. Πῶς δέ; ἔφη ὁ Κῦρος· δίδασκε· πάνυ γὰρ παράδοξα λέγεις.

TEN POINT

Τάδε δέ μοι πάντως, ἔφη, Κροῖσε, λέξον πῶς ἀποβέβηκε τὰ ἐκ τοῦ ἐν Δελφοῖς χρηστηρίου· σοὶ γὰρ δὴ λέγεται πάνυ γε τεθεραπεῦσθαι ὁ Ἀπόλλων καί σε πάντα ἐκείνῳ πειθόμενον πράττειν. Ἐβουλόμην ἄν, ὦ Κῦρε, οὕτως ἔχειν· νῦν δὲ πάντα τἀναντία εὐθὺς ἐξ ἀρχῆς πράττων προσηνέχθην τῷ Ἀπόλλωνι. Πῶς δέ; ἔφη ὁ

ELEVEN POINT

Τάδε δέ μοι πάντως, ἔφη, Κροῖσε, λέξον πῶς ἀποβέβηκε τὰ ἐκ τοῦ ἐν Δελφοῖς χρηστηρίου· σοὶ γὰρ δὴ λέγεται πάνυ γε τεθεραπεῦσθαι ὁ Ἀπόλλων καί σε πάντα ἐκείνῳ πειθόμενον πράττειν. Ἐβουλόμην ἄν, ὦ Κῦρε, οὕτως ἔχειν· νῦν

TWELVE POINT

Τάδε δέ μοι πάντως, ἔφη, Κροῖσε, λέξον πῶς ἀποβέβηκε τὰ ἐκ τοῦ ἐν Δελφοῖς χρηστηρίου· σοὶ γὰρ δὴ λέγεται πάνυ γε τεθεραπεῦσθαι ὁ Ἀπόλλων καί σε πάντα ἐκείνῳ πειθόμενον πράττειν. Ἐβουλόμην

ANTIQUE GREEK

EIGHT POINT

Τάδε δέ μοι πάντως, ἔφη, Κροῖσε, λέξον πῶς ἀποβέβηκε τὰ ἐκ τοῦ ἐν Δεμφοῖς χρηστηρίου· σοὶ γὰρ δὴ λέγεται πάνυ γε τεθεραπεῦσθαι ὁ Ἀπόλλων καί σε πάντα ἐκείνῳ πειθόμενον πράττειν. Ἐβουλόμην ἄν, ὦ Κῦρε, οὕτως ἔχειν· νῦν δὲ πάντα τἀναντία εὐθὺς ἐξ ἀρχῆς πράττων προσ-

ELEVEN POINT

Τᾶδε δέ μοι πᾶντως, ἔφη, Κροῖσε, λέξον πῶς ἀποβέβηκε τὰ ἐκ τοῦ ἐν Δελφοῖς χρηστηρίου· σοὶ γὰρ δὴ λέγεται πάνυ γε τεθεραπεῦσθαι ὁ Ἀπόλλων καί σε πάντα ἐκείνῳ πειθόμενον πράττειν. Ἐβουλόμην ἄν, ὦ Κῦρε, οὕτως

INSCRIPTION GREEK

TEN POINT

ΡΗΞΑΝΤΑ▨ΥΙ▨ΡΑΦΥΛΑΞΑΟΤΑ
ΠΑΝ▨Α ſ ▨ΥΡΑΦΥΔΑΞΝΤΑ
ΤΑΜΙЄΥΞΑΝΤΑΔΕΚΑΠΦΤΞΥΞΑΝΤΑ▨ſ
ϚΡΑΜΜΑΤΕΥΞΑΝΤΑΚΑΙΤΗΓΦΙΛΟΞΕΒΑΞΤΟΥ

HEBREW

SIX POINT

מְשִׁלֵי שְׁלֹמֹה בֶּן־דָּוִד מֶלֶךְ יִשְׂרָאֵל׃ לָדַעַת חָכְמָה וּמוּסָר לְהָבִין
אִמְרֵי בִינָה׃ לָקַחַת מוּסַר הַשְׂכֵּל צֶדֶק וּמִשְׁפָּט וּמֵישָׁרִים׃ לָתֵת
לִפְתָאיִם עָרְמָה לְנַעַר דַּעַת וּמְזִמָּה׃ יִשְׁמַע חָכָם וְיוֹסֶף לֶקַח וְנָבוֹ

NINE POINT

מְשִׁלֵי שְׁלֹמֹה בֶּן־דָּוִד מֶלֶךְ יִשְׂרָאֵל׃ לָדַעַת חָכְמָה וּמוּסָר
לְהָבִין אִמְרֵי בִינָה׃ לָקַחַת מוּסַר הַשְׂכֵּל צֶדֶק וּמִשְׁפָּט
וּמֵישָׁרִים׃ לָתֵת לִפְתָאיִם עָרְמָה לְנַעַר דַּעַת וּמְזִמָּה׃ יִשְׁמַע

NESTORIAN SYRIAC

NINE POINT

ܗܘܐ ܕܒܪܫܝܬ ܐܝܬ ܘܗܘܐ ܕܐܝܬ ܠܘܬ ܐܠܗܐ ܗܘܐ ܘܐܠܗܐ ܗܘܐ ܠܘܬ ܐܠܗܐ.
ܗܘ ܒܪܫܝܬ ܐܝܬ ܘܗܘ ܕܐܝܬ ܠܘܬ ܐܠܗܐ ܗܘ ܘܐܠܗܐ ܗܘ ܠܘܬ ܐܠܗܐ.
ܗܘ ܒܪܫܝܬ ܐܝܬ ܘܗܘ ܕܐܝܬ ܠܘܬ ܐܠܗܐ ܗܘ ܘܐܠܗܐ ܗܘ ܠܘܬ ܐܠܗܐ.
ܗܘ ܒܪܫܝܬ ܐܝܬ ܘܗܘ ܕܐܝܬ ܠܘܬ ܐܠܗܐ ܗܘ ܘܐܠܗܐ ܗܘ ܠܘܬ ܐܠܗܐ.

ARABIC

NINE POINT

فقال العربُ تَنْسِبُ كلَّ خير الى اليمين وكلَّ شرّ الى
الشمال ولذلك قال اللّٰه عـزّ وجلّ فَأَمَّا مَنْ أُوتِىَ كِتَابَهُ
بِيَمِينِهِ وَأَمَّا مَنْ أُوتِىَ كِتَابَهُ بِشِمَالِهِ فامّا الفِعْلُ فى مثل
يِيجَلُ ويِيجَلُ فانما احتَملتَ الكسرَ فيهما لتَنْقَلِبَ الواوُ

ETHIOPIC

NINE POINT

መጽሐፈ : ጤቀላ : አመ : ይሰብክ : ጳውሎስ : ውስተ : ዙሱ : አ
ህጉር : ወበጽሐ : መቄዶንያ : ወኀደረ : ማኅደሮ : ለታምሬኖስ : ወ
ይቤ : እንዘ : ይሜህር : ወይጌሥጹሙ : መዳእነ : ንስብክ : መንግሥ
ተ : ሰማያት : በቃለ : እግዚአብሔር : ብፁዓን : እለ : የአምኑ : በል
ቦሙ : በወልደ : እግዚአብሔር : እስመ : ኢየሱስ : ክርስቶስ : ብሂል :
መድኀኔ : ዓለም : ዘአስተርአየ : በሥጋ : ሰብእ : እንዘ : እግዚአብሔ
ር : ውእቱ : ክነ : ሰብእ : ከመ : ያድኅን : ሰብአ : ወከመ : ምወታነ :

MISCELLANEOUS SIGNS

SIX POINT

= ≔ + ∔ − ∸ × ± < ≠ ≠ ≷ ≦ ≡ ° ′ ″ / #

EIGHT POINT

− + − ÷ × ± ⊙ ⊕ △ < □ : :: ≒ ± ∠ ⊥ √ ∛ ∶ ∴ ° ′ ″ / # ☿ ♀ ♂ ⊂ ⌈

NINE POINT

= + − ÷ × < ± ⊥ ≡ : :: ≒ / ⟨ ‖ ° ′ ″ ! ∴ ∶ □ △ √ ∛

♊ # ♁ ♄ ♃ ♆ ♅ ☿ ♀ ♂

TEN POINT

= + − ÷ × < △ □ : :: ≒ ± ≠ ≠ ≡ ≦ ≷

√ ∛ ∨ ⨯ ⊥ ≒ ≅ ≒ → ° ′ ″ ∶ ! ∴ # / ∂ ♄ ♋ ♂

♌ ♐ ♈ ♒ ♏ ♋ ♊ ♎ ♑ ♐ ♓ ♍

⊂ ⌈ // ⁄ ‖ |

ELEVEN POINT

= + — ÷ × < △ □ : :: ≒ ± √ ∛ ⟨ ‖

/ ° ′ ″ ∶ ! ∴ # ☿ ♀ ♂ ♋ ♄ ♂ ♃ ♌ ♒ ♐ ♈ ♑ ♓ ⊥

FIVE POINT

− = +

SEVEN POINT

= + − ∸ × ° ′ ″ #

TWELVE POINT

° ′ ″ # ⊂ ⌈

∫ ∫ ∫ ∫ √ √ √ √

CASLON OLD STYLE

EIGHTEEN POINT

When thoughtful Greeks like 1906
THE FIRST TIME THAT THE

TWENTY-TWO POINT

When thoughtful Greeks 1906
THE FIRST TIME THAT

TWENTY-FOUR POINT

When thoughtful Gr 1906
THE FIRST TIME TH

THIRTY POINT

When thoughtful 1906
THE FIRST TIME T

THIRTY-SIX POINT

When thoug 1906
THE FIRST TIM

CASLON OLD STYLE

FORTY-EIGHT POINT

When th 1906
THEFIRST

CASLON OLD STYLE ITALIC

EIGHTEEN POINT

When thoughtful Greeks like Pol 1906
THE FIRST TIME THAT THE

TWENTY-TWO POINT

When thoughtful Greeks lik 1906
THE FIRST TIME THAT

TWENTY-FOUR POINT

When thoughtful Greeks 1906
THE FIRST TIME THA

THIRTY POINT

WHEN thoughtful 1906

OLD STYLE NO. 8

TWENTY-TWO POINT

When thoughtful Gre 1906
THE FIRST TIME TH

TWENTY-FOUR POINT

When thoughtfu 1906
THE FIRST TIME

THIRTY-TWO POINT

When thoug 1906
THE FIRST TIM

FORTY-FOUR POINT

When th 190
THE FIRST

OLD STYLE NO. 8 ITALIC

TWENTY-TWO POINT

When thoughtful Gr 1906
THE FIRST TIME TH

TWENTY-FOUR POINT

When thoughtful 1906
THE FIRST TIME

THIRTY-TWO POINT

When thou 1906
THE FIRST T

FORTY-FOUR POINT

When tho 190
THE FIRST

CENTURY EXPANDED

SIX POINT

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HEL 1906

EIGHT POINT

THE FIRST TIME THAT THE GRAND PROSPECT 1906

TEN POINT

THE FIRST TIME THAT THE GRAND PROS 1906

ELEVEN POINT

THE FIRST TIME THAT THE GRAND 1906

TWELVE POINT

THE FIRST TIME THAT THE GRAN 1906

FOURTEEN POINT

THE FIRST TIME THAT THE 1906

EIGHTEEN POINT

THE FIRST TIME THA 1906

TWENTY-FOUR POINT

THE FIRST TIME 1906

THIRTY POINT

THE FIRST TI 190

FRENCH OLD STYLE

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Garthage and of Gorinth, 1906
WHEN THOUGHTFUL GREEKS LIKE POLYBIUS SAW THE FALL OF CARTHAGE AND OF
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH

SEVEN POINT

WHEN THOUGHTFUL GREEKS LIKE POLYBIUS SAW THE FALL OF 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Cartha 1906
WHEN THOUGHTFUL GREEKS LIKE POLYBIUS SAW THE FALL O
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEE

TEN POINT

WHEN THOUGHTFUL GREEKS LIKE POLYBIUS SAW 1906
THE FIRST TIME THAT THE GRAND PROSPECT H

TWELVE POINT

WHEN THOUGHTFUL GREEKS LIKE POLY 1906
THE FIRST TIME THAT THE GRAND PROS

FOURTEEN POINT

THE FIRST TIME THAT THE GR 1906

SIXTEEN POINT

THE FIRST TIME THAT THE 1906

TWENTY POINT

THE FIRST TIME T 1906

TWENTY-FOUR POINT

THE FIRST TIM 1906

THIRTY POINT

THE FIRST 1906

THIRTY-SIX POINT

THE FIRST 190

FORTY-EIGHT POINT

THE FI 906

SIXTY POINT

THE 906

CONDENSED OLD STYLE

EIGHT POINT

THE FIRST TIME THAT THE GRAND 1906

NINE POINT

THE FIRST TIME THAT THE GRAND PROSPECT 1906

TEN POINT

THE FIRST TIME THAT THE GRAND PROS 1906

TWELVE POINT

THE FIRST TIME THAT THE GRA 1906

SIXTEEN POINT

THE FIRST TIME THAT THE GR 190

CONDENSED OLD STYLE

EIGHTEEN POINT

THE FIRST TIME THAT T 1906

TWENTY POINT

THE FIRST TIME TH 1906

TWENTY-TWO POINT

THE FIRST TIME T 1906

TWENTY-FOUR POINT

THE FIRST TIM 1906

TWENTY-EIGHT POINT

THE FIRST TI 1906

THIRTY-TWO POINT

THE FIRST 1906

THIRTY-SIX POINT

THE FIRS 1906

FORTY POINT

THE FIR 1906

Engraver's Old English

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Cort 1906

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage 1906

TEN POINT

When thoughtful Greeks like Polybius saw the fall 1906

TWELVE POINT

When thoughtful Greeks like Polybius saw 1906

FOURTEEN POINT

When thoughtful Greeks like Polybius 1906

EIGHTEEN POINT

When thoughtful Greeks like 1906

TWENTY-FOUR POINT

When thoughtful Gr 1906

THIRTY POINT

When thoughtful 1906

THIRTY-SIX POINT

When thoug 1906

FORTY-EIGHT POINT

When th 1906

Priory Text

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage 1906

TEN POINT

When thoughtful Greeks like Polybius saw the fall of 1906

TWELVE POINT

When thoughtful Greeks like Polybius saw the 1906

FOURTEEN POINT

When thoughtful Greeks like Poly 1906

EIGHTEEN POINT

When thoughtful Greeks lik 1906

TWENTY-FOUR POINT

When thoughtful Gree 1906

THIRTY POINT

When thoughtful 1906

THIRTY-SIX POINT

When though 1906

Tudor Black

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Cori 1906

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of 1906

TEN POINT

When thoughtful Greeks like Polybius sa 1906

TWELVE POINT

When thoughtful Greeks like Poly 1906

EIGHTEEN POINT

When thoughtful Greeks 1906

TWENTY POINT

When thoughtful G 1906

THIRTY-SIX POINT

When thou 1906

Bradley Text

TEN POINT

When thoughtful Greeks like Polybius saw the fall of 1906

TWELVE POINT

When thoughtful Greeks like Polybius saw the 1906

EIGHTEEN POINT

When thoughtful Greeks like Poly 1906

Bradley Text

TWENTY-FOUR POINT

When thoughtful Greek 1906

TOURAINE OLD STYLE

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corin 1906

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carth 1906

THE FIRST TIME THAT THE GRAND PROSPECT HAD

TEN POINT

When thoughtful Greeks like Polybius saw the 1906

THE FIRST TIME THAT THE GRAND PROS

TWELVE POINT

When thoughtful Greeks like Polybius saw 1906

THE FIRST TIME THAT THE GRAND P

EIGHTEEN POINT

When thoughtful Greeks 1906

TWENTY-FOUR POINT

When thoughtful 1906

THIRTY POINT

When thought 1906

THIRTY-SIX POINT

When tho 1906

WHITTIER

SIX POINT

NO. 1

WHEN THOUGHTFUL GREEKS LIKE POLYBIUS SAW THE FALL OF CAR 1234567890

NO. 2

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD 1906

NO. 3

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEE 1906

NO. 4

THE FIRST TIME THAT THE GRAND PROSPECT 1906

TWELVE POINT

NO. 1

THE FIRST TIME THAT THE GRAND 1906

NO. 2

THE FIRST TIME THAT THE 1906

NO. 3

THE FIRST TIME THAT TH 1906

NO. 4

THE FIRST TIME TH 1906

EIGHTEEN POINT

NO. 1

THE FIRST TIM 1906

NO. 2

THE FIRST T 1906

ENGRAVER'S BOLD

SIX POINT

NO. 1

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE WOR 1906

NO. 2

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO 1906

NO. 3

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD 1906

NO. 4

THE FIRST TIME THAT THE GRAND PROSPECT HA 1906

NO. 5

THE FIRST TIME THAT THE GRAND PROS 1906

TWELVE POINT

THE FIRST TIME THAT THE GR 1906

COMMERCIAL

SIX POINT

NO. 1

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE WOR 1906

NO. 2

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN 1906

NO. 3

THE FIRST TIME THAT THE GRAND PROSPEC 1906

NO. 4

THE FIRST TIME THAT THE GRAND PR 1906

EIGHT POINT

THE FIRST TIME THAT THE GRA 1906

TEN POINT

THE FIRST TIME THAT 1906

TWELVE POINT

THE FIRST TIME 1906

DELLA ROBBIA

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN

TEN POINT

When thoughtful Greeks like Polybius saw the fall of 1906
THE FIRST TIME THAT THE GRAND PROSPE

TWELVE POINT

When thoughtful Greeks like Polybius saw the 1906
THE FIRST TIME THAT THE GRAND PR

FOURTEEN POINT

When thoughtful Greeks like Polybi 1906
THE FIRST TIME THAT THE G

EIGHTEEN POINT

When thoughtful Greeks li 1906
THE FIRST TIME THAT T

TWENTY-FOUR POINT

When thoughtful Gre 19
THE FIRST TIME TH

DELLA ROBBIA

THIRTY POINT

When thoughtful 19
THE FIRST TIME

THIRTY-SIX POINT

When though 19
THE FIRST TI

FORTY-EIGHT POINT

When tho 19
THE FIRST

SIX POINT BLACK NO. 13

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corint 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO

TWELVE POINT OLD ENGLISH

When thoughtful Greeks like Polybius saw 1906

FOURTEEN POINT CADET

When thoughtful Greeks like Polybius

JENSON OLD STYLE

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD

TEN POINT

When thoughtful Greeks like Polybius saw the fall 1906
THE FIRST TIME THAT THE GRAND PROSPE

TWELVE POINT

When thoughtful Greeks like Polybius saw 1906
THE FIRST TIME THAT THE GRAND

EIGHTEEN POINT

When thoughtful Greeks like 1906
THE FIRST TIME THAT T

TWENTY-FOUR POINT

When thoughtful Greek 19
THE FIRST TIME TH

THIRTY-SIX POINT

When thoughtf 19
THE FIRST TI

JENSON OLD STYLE ITALIC

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, the 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH T

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthag 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEE

TEN POINT

When thoughtful Greeks like Polybius saw the fall of 1906
THE FIRST TIME THAT THE GRAND PROSPEC

TWELVE POINT

When thoughtful Greeks like Polybius sa 1906
THE FIRST TIME THAT THE GRAND PR

EIGHTEEN POINT

When thoughtful Greeks like 1906
THE FIRST TIME THAT THE

TWENTY-FOUR POINT

When thoughtful Greeks 19
THE FIRST TIME THA

THIRTY POINT

When thoughtful G 19
THE FIRST TIME T

THIRTY-SIX POINT

When thoughtfu 19
THE FIRST TIM

OLD STYLE EXTENDED

TWENTY-FOUR POINT

When though 1906
THE FIRST TIME

THIRTY-SIX POINT

When tho 19
THE FIRST T

FORTY-EIGHT POINT

When 19
THE FIR

BOLD-FACE ITALIC

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage a 1906

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN

NINE POINT

When thoughtful Greeks like Polybius saw the f 1906

THE FIRST TIME THAT THE GRAND PROSPE

INTERCHANGEABLE GOTHIC

SIX POINT

NO. 1

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE WOR 1906

NO. 2

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO T 1906

NO. 3

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD F 1906

NO. 4

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN 1906

NO. 5

THE FIRST TIME THAT THE GRAND PROSPECT 1906

EIGHT POINT

THE FIRST TIME THAT THE GRAND PRO 1906

TEN POINT

THE FIRST TIME THAT THE GR 1906

TWELVE POINT

THE FIRST TIME THAT 1906

EIGHTEEN POINT

THE FIRST TIM 1906

TWENTY-FOUR POINT

THE FIRST 19

GOTHIC CONDENSED

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, th 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO T

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HE

TEN POINT

When thoughtful Greeks like Polybius saw the fall 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD

TWELVE POINT

When thoughtful Greeks like Polybius saw 1906
THE FIRST TIME THAT THE GRAND PROSPE

EIGHTEEN POINT

When thoughtful Greeks like P 1906
THE FIRST TIME THAT THE GRA

TWENTY-TWO POINT

When thoughtful Greeks 1906
THE FIRST TIME THAT THE GR

LIGHT-FACE GOTHIC

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HE

LINING GOTHIC CONDENSED

SIX POINT

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE WORLD 1906

EIGHT POINT

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE WORLD 1906

TEN POINT

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO 1906

TWELVE POINT

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HE 1906

FOURTEEN POINT

THE FIRST TIME THAT THE GRAND PROSPECT HAD 1906

EIGHTEEN POINT

THE FIRST TIME THAT THE GRAND PROSP 1906

TWENTY-FOUR POINT

THE FIRST TIME THAT THE GRA 1906

THIRTY POINT

THE FIRST TIME THAT 1906

THIRTY-SIX POINT

THE FIRST TIME TH 1906

FORTY-TWO POINT

THE FIRST TIME 1906

FORTY-EIGHT POINT

THE FIRST TI 1906

SIXTY POINT

THE FIRST 1906

SEVENTY-TWO POINT

THE FIR 1906

CLARENDON

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HEL

NINE POINT

When thoughtful Greeks like Polybius saw the fall of 1906
THE FIRST TIME THAT THE GRAND PROSPECT HA

SEVEN POINT FIGURES

1 2 3 4 5 6 7 8 9 0

SLOPING GOTHIC

SIX POINT (AGATE FACE)

THE FIRST TIME THAT THE GRAND PROSPECT HAD BE

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthag 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD F

TEN POINT

When thoughtful Greeks like Polybius saw the fall 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN

TWELVE POINT

When thoughtful Greeks like Polybius sa 1906
THE FIRST TIME THAT THE GRAND PROSPECT HA

LIGHT-FACE

SIX POINT

THE FIRST TIME THAT THE GRAND PROSPECT HAD BE 1906

EIGHT POINT

THE FIRST TIME THAT THE GRAND PROSP 1906

NINE POINT

THE FIRST TIME THAT THE GRAND 1906

TEN POINT

THE FIRST TIME THAT THE GR 1906

TWELVE POINT

THE FIRST TIME THAT T 1906

PONTIAC

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE WORLD

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE

TEN POINT

When thoughtful Greeks like Polybius saw the fall of Carthage 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD

TWELVE POINT

When thoughtful Greeks like Polybius saw the fall o 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD BE

FOURTEEN POINT

When thoughtful Greeks like Polybius saw the 1906
THE FIRST TIME THAT THE GRAND PROSPECT HA

EIGHTEEN POINT

When thoughtful Greeks like Polybius 1906
THE FIRST TIME THAT THE GRAND PROS

TWENTY-FOUR POINT

When thoughtful Greeks like 1906
THE FIRST TIME THAT THE GRA

PONTIAC

THIRTY POINT

When thoughtful Greeks 19
THE FIRST TIME THAT THE

THIRTY-SIX POINT

When thoughtful Gre 19
THE FIRST TIME THAT

OLD STYLE ANTIQUE

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HE

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Cart 1906
THE FIRST TIME THAT THE GRAND PROSPECT H

TEN POINT

When thoughtful Greeks like Polybius saw the 1906
THE FIRST TIME THAT THE GRAND PROS

TWELVE POINT

When thoughtful Greeks like Polybius 1906
THE FIRST TIME THAT THE GRA

EIGHTEEN POINT

When thoughtful Greeks 1906
THE FIRST TIME THAT

POST OLD STYLE

SIX POINT

When thoughtful Greeks like Polybius saw 1906
THE FIRST TIME THAT THE GRAND PROSPECT

EIGHT POINT

When thoughtful Greeks like Polybi 1906
THE FIRST TIME THAT THE GRAND PR

TEN POINT

When thoughtful Greeks like 1906
THE FIRST TIME THAT THE GR

TWELVE POINT

When thoughtful Greeks li 1906
THE FIRST TIME THAT THE G

EIGHTEEN POINT

When thoughtfu 1906
THE FIRST TIME TH

TWENTY-FOUR POINT

When thoughtf 19
THE FIRST TIM

THIRTY-SIX POINT

When tho 19
THE FIRST

CUSHING OLD STYLE

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Cori 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORT

SEVEN POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthag 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN

NINE POINT

When thoughtful Greeks like Polybius saw the fall of Carthag 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEE

TEN POINT

When thoughtful Greeks like Polybius saw the fall of Ca 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD

TWELVE POINT

When thoughtful Greeks like Polybius saw th 1906
THE FIRST TIME THAT THE GRAND PROSPE

FOURTEEN POINT NO. 1

When thoughtful Greeks like Polybius 1906
THE FIRST TIME THAT THE GRAND P

FOURTEEN POINT NO. 2

When thoughtful Greeks like Po 1906
THE FIRST TIME THAT THE GR

CUSHING OLD STYLE

EIGHTEEN POINT

When thoughtful Greeks 1906
THE FIRST TIME THAT T

TWENTY-FOUR POINT

When thoughtful Gr 19
THE FIRST TIME TH

THIRTY-SIX POINT

When though 19
THE FIRST TI

FORTY-EIGHT POINT

When tho 19
THE FIRST

DE VINNE

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FO

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of 1906
THE FIRST TIME THAT THE GRAND PROSPECT HAD BE

TEN POINT

When thoughtful Greeks like Polybius saw the 1906
THE FIRST TIME THAT THE GRAND PROSPECT

TWELVE POINT

When thoughtful Greeks like Polybi 1906
THE FIRST TIME THAT THE GRAND

EIGHTEEN POINT

When thoughtful Greek 1906
THE FIRST TIME THAT T

TWENTY-FOUR POINT

When thoughtful 190
THE FIRST TIME T

THIRTY POINT

When thought 19
THE FIRST TIME

THIRTY-SIX POINT

When thou 19
THE FIRST T

FORTY-TWO POINT

When tho 19
THE FIRST

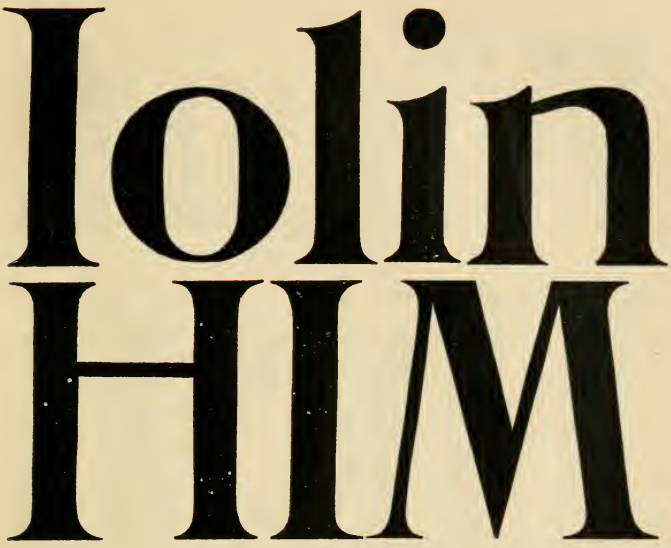
SIXTY POINT

When 19
THE FI

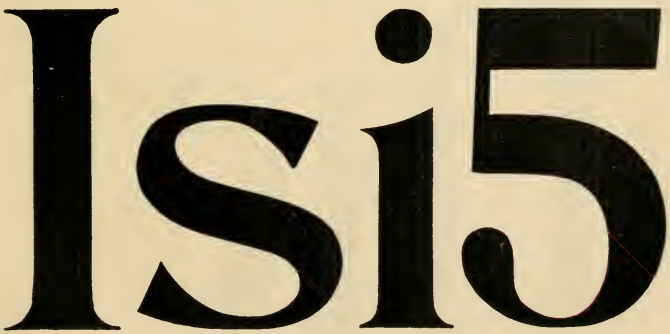
SEVENTY-TWO POINT

Whe 19
THE F
Wh 9
TAIR

NINETY-SIX POINT



ONE-HUNDRED-AND-TWENTY POINT



CONDENSED DE VINNE

SEVENTY-TWO POINT

When 11

NINETY-SIX POINT

The 11

ONE-HUNDRED-AND TWENTY POINT

The 1

REMINGTON TYPEWRITER

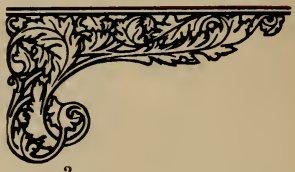
When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in 1906 THE FIRST TIME THAT THE GRAND PROSP

NEW MODEL REMINGTON TYPEWRITER

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, 1906 THE FIRST TIME THAT THE GRAND PROS

ORNAMENTS

1



2

3

4

5

6

7

8

ORNAMENTS

9

10

11

12

13

14

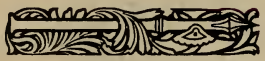
15

16

ORNAMENTS

17

18


19

20

23

21

22

24

25

26

27

28

29

30

31

32

33

ORNAMENTS

34

36

37

35

38

39

40

41

42

44

45

46

48

50

43

47

49

51

ORNAMENTS

52

53

54

55

58

56

57

59

INITIALS

1

2

3

3

4

5

4

INITIALS

6

7

8

9

10

11

12

13

BORDERS

Six Point No. 1

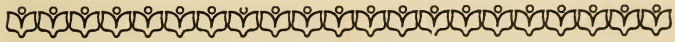
Six Point No. 2

Six Point No. 3

Six Point No. 4

Ten Point No. 1

Twelve Point No. 1



Twelve Point No. 2

Twelve Point No. 3

Twelve Point No. 4

BORDERS

Twelve Point No. 5

Twelve Point No. 6

Twelve Point No. 7

Twelve Point No. 8

Twenty-four Point No. 1

Twenty-four Point No. 2

Thirty-six Point No. 1

Double Rule Border

Triple Rule Border

INDEX TO TYPES

	PAGE
Antique Greek	154
Arabic	155
Black	172
Body Type:	
Modern	125–29
Old Style	130–38
Monotype	139–44
Linotype	145–48
Caslon	149–52
Bold-Face Italic	176
Borders	199, 200
Bradley Text	167, 168
Cadet	172
Caslon Old Style	149–52, 157, 158
Caslon Old Style Italic	158
Century Expanded	161
Clarendon	179
Commercial	170
Condensed De Vinne	190
Condensed Old Style	163, 164
Cushing Old Style	184, 185
Della Robbia	171, 172
De Vinne	186–89
Condensed	190
Engraver's Bold	170
Engraver's Old English	165
Ethiopic	155
French Old Style	162, 163
Gothic Condensed	177
Greek:	
Porson	153
Antique	154
Inscription	154
Hebrew	154
Initials	197, 198
Inscription Greek	154
Interchangeable Gothic	176
Jenson Old Style	173
Jenson Old Style Italic	174, 175
Light-Face	180
Light-Face Gothic	177
Lining Gothic Condensed	178, 179
Linotype Type	145–48
Miscellaneous Signs	156
Modern Body Type	125–29
Monotype Type	139–44
Nestorian Syriac	155
New Model Remington Typewriter	191
Old English	172
Old Style Antique	182
Old Style Body Type	130–38, 159
Old Style Extended	175
Old Style Italic	130–38, 160
Ornaments	192–98
Pontiac	181, 182
Porson Greek	153
Post Old Style	183
Priory Text	166
Remington Typewriter	191
New Model	191
Sloping Gothic	180
Syriac, Nestorian	155
Touraine Old Style	168, 169
Tudor Black	167
Whittier	169

TITLE

NINE POINT

THE FIRST TIME THAT THE GRAND PR 1906

ELEVEN POINT

THE FIRST TIME THAT THE GR 1906

TWELVE POINT

THE FIRST TIME THAT THE 1906

FOURTEEN POINT

THE FIRST TIME THAT 1906

SIXTEEN POINT

THE FIRST TIME TH 1906

EIGHTEEN POINT

THE FIRST TIME T 1906

TWENTY POINT

THE FIRST TIM 1906

TWENTY-TWO POINT

THE FIRST TIM 1906

TWENTY-FOUR POINT

THE FIRST T 1906

RETURN TO the circulation desk of any
University of California Library

or to the

NORTHERN REGIONAL LIBRARY FACILITY
Bldg. 400, Richmond Field Station
University of California
Richmond, CA 94804-4698

ALL BOOKS MAY BE RECALLED AFTER 7 DAYS

- 2-month loans may be renewed by calling (510) 642-6753
- 1-year loans may be recharged by bringing books to NRLF
- Renewals and recharges may be made 4 days prior to due date

DUE AS STAMPED BELOW

SENT ON ILL

NOV 09 2004

U. C. BERKELEY

DD20 1M 3-02

TS 66372

U.C. BERKELEY LIBRARIES

C030793142